

SAHC Policy #2 – ADVISORY COUNCIL

CATEGORY: Policies

SUBJECT: Advisory Council Policy

EFFECTIVE DATE: September 2025

LAST UPDATE:

PURPOSE:

The purpose of this policy is to formalize the role, structure, and operation of the Student Advisory Council (SAC) at Holland College. The SAC serves as the primary student leadership body within the Student Association and acts as a liaison between the student body and the Association's Board of Directors. The SAC exists to advocate for student interests, advise on programming and services, and enhance student engagement across all campuses.

SUBJECT: *Student Advisory Council*

EFFECTIVE DATE: *September 2025*

LAST UPDATE:

The primary student leadership of the Association shall be administered by the Student Advisory Council.

1 STUDENT ADVISORY COUNCIL COMPOSITION

1.01 The Student Advisory Council Composition shall consist of a minimum of eight (8) and a maximum of fifteen (15) Members and may be composed of:

- (i) One (1) to Two (2) leaders per each College Campus appointed through application to the Panel;
- (ii) The Executive Director (ex-officio); and
- (iii) Events and Communications Coordinator (ex-officio and non-voting)

1.02 The Student Advisory Council may also be supported by an Administrative Assistant

1.03 At the first meeting of Council, the members of Council shall elect from its own number its Chair, to act without remuneration, to chair any Council Meetings.

2 COUNCIL MEMBER ELIGIBILITY

2.01 Each Member of Council shall be a Member of the Association in good standing.

2.02 Each Member of Council, with the exception of the Executive Director, Events and Communications Coordinator, and the Administrative Assistant, must be a Member in good standing for the duration of their term in office.

3 COUNCIL TERM

3.01 The term of office for each Council Member shall be one (1) year following the date of their appointment, or, if no successor is appointed by the expiry of their one (1) year term, to expire when a successor is appointed.

4 SELECTION PROCESS FOR COUNCIL MEMBERS

4.01 An application form will be provided to all Members at the beginning of the Academic Year;

4.02 Members who are interested in becoming a Council Member shall provide the Association's office with a completed application form, which shall then be provided to the Panel for review and consideration;

4.03 The application process to be appointed a member of Council shall include an interview before the Panel.

5 ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS

5.01 The Council shall represent campus-specific needs and concerns of students of Holland College.

5.02 The Council will be responsible for gathering student feedback and providing it to the Board.

5.03 The Council will advise students on events, student services, communications, and outreach programs and campaigns.

6 REMOVAL AND VACANCIES OF COUNCIL MEMBERS

6.01 Any Council Member shall immediately cease to hold their position, and their seat shall automatically be vacated upon any of the following circumstances:

- (i) The Council Member no longer meets Council Eligibility Requirements;
- (ii) The Council Member breaks the Holland College student code of conduct, morals of the Association, or acts against the objects and purposes of the Association;
- (iii) The Council Member completes the term of office;
- (iv) The Council Member ceases to be a Member of the Association;
- (v) The Council Member has the status of bankrupt;
- (vi) The Council Member has been convicted of a criminal offence during their term;
- (vii) The Council Member has been deemed incapable by lawful authority;
- (viii) The Council Member is absent from three (3) consecutive meetings of the Council without providing a reason satisfactory to Council;
- (ix) The Council Member gives notice in writing to the Association that they have resigned from their office;
- (x) The Council Member is removed by Special Resolution; or
- (xi) The Council Member dies.

SUBJECT: *Council Meetings*

EFFECTIVE DATE: *September 2025*

LAST UPDATE:

7 COUNCIL MEETINGS

7.01 Council shall meet at least once a month.

7.02 Council meetings may be held either in person or virtually, pursuant to the same terms and conditions provided in Bylaw 9.07 as so far as it applies to Council meetings.

7.03 The quorum at a Council meeting shall consist of a majority of Council members.

- 7.04** Each Councillor shall each have one vote.
- 7.05** Proxy votes and absentee voting shall not be allowed.
- 7.06** In the event of a tie, the Chair of the meeting in addition to an original vote shall have a second or casting vote.
- 7.07** Any Member or Holland College staff member may attend Council meetings.

8 CHAIR

- 8.01** Council Meetings shall be chaired by the person selected to be the Chair at the first Council Meeting. In the event that the Chairperson is absent from a Council meeting, a Council Member present at the Council Meeting shall be selected by the Council Members in attendance and the Council Member shall be appointed Chair pro-tempore for that particular meeting.

9 NOTICE OF COUNCIL MEETINGS

- 9.01** Notice shall be delivered to each Member at least seven (7) days in advance of any Council Meeting, which notice shall include the date, time, and location of the meeting, a proposed agenda.
- 9.02** Notice of any Council Meeting shall be given by:
- (i) The prepaid mail, courier, or personal delivery; or
 - (ii) Telephone, fax, e-mail or other electronic means.

10 MINUTES OF COUNCIL MEETINGS

- 10.01** Minutes of each Council meeting shall include a record of:
- (i) The names of the Council Members in attendance;
 - (ii) All motions and votes; and
 - (iii) A summary of matters discussed
- 10.02** Draft Council Meeting minutes shall be provided to Council Members for review no later than one (1) week following each Council meeting. The Council shall vote to approve draft meeting minutes as an accurate record of the Council's proceedings at a subsequent meeting. Approved minutes shall be made publicly available.

SUBJECT: *Council Training*
EFFECTIVE DATE: *September 2025*
LAST UPDATE:

11 COUNCIL TRAINING

- 11.01** Orientation must be provided to all members of the SAC.
 - 11.02** Includes a booklet and presentation prepared by the ED and full-time staff and legal counsel
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SUBJECT: *Accountability and Transparency*
EFFECTIVE DATE: *September 2025*
LAST UPDATE:

12 ACCOUNTABILITY AND TRANSPARENCY

- 12.01** The SAC is accountable to the Student Association Board of Directors and work closely with the full-time staff of the SA.
- 12.02** SAC members are expected to act with integrity, respect, and professionalism.
- 12.03** All SAC work shall prioritize the best interests of the student body.

13 REVIEW AND AMENDMENTS

- 13.01** This policy shall be reviewed annually by the Association.

