

# NORTH ISLAND COLLEGE

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## BYLAW NO. 3, 2021

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### A BYLAW TO ESTABLISH THE POWERS, DUTIES AND BENEFITS OF THE PRESIDENT OF NORTH ISLAND COLLEGE

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THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

1. **Purpose:** In accordance with the College and Institute Act, the Board must make bylaws establishing the powers, duties and benefits of the president as chief executive officer of the College. (*College and Institute Act, Section 5, 3 [iii]*)
2. **Definitions:**
  - 2.1 Board means the North Island College Board of Governors;
  - 2.2 College means North Island College.

### 3. Appointment

*Each board may appoint a president as the chief executive officer to supervise and direct, subject to the bylaws, the instructional, administrative and other staff of the institution and exercise powers and perform duties assigned to the president by the board.*

*(College and Institute Act, Section 36, 1)*

The Board shall appoint, by resolution, a President of the college, who will be the Chief Executive Officer of the College.

In exercising its authority to appoint a President, the Board will establish a selection process.

### 4. Duties and Powers of the President

*The president must advise the board on all matters concerning the operation of the institution.*

*Each year and at other times on the request of the board, the president must report to the board on the progress of the institution and make recommendations for the benefit and advancement of the institution.*

*(College and Institute Act, Section 38, 1 & 2)*

*The President may for just cause:*

- (a) suspend an employee, instructional or administrative, of the institution; and,*
- (b) suspend a student of the institution and deal summarily with a matter of student discipline.*

*(College and Institute Act, Section 37)*

The President as Chief Executive Officer, under the direction of the Board, has the power and duty to supervise and direct instructional, administrative and other staff of the institution and exercise powers and perform duties assigned to the President by the Board.

In particular, the President has the power and duty to:

- (a) appoint and promote employees;
- (b) determine the duties and remuneration of employees within the requirements of negotiated agreements;
- (c) provide an organizational structure to achieve the mandate, strategic priorities and goals of the institution;
- (d) delegate such duties as may be required consistent with the provisions of the Act;
- (e) regularly report, to the Board, on the implementation of strategic goals and priorities.

On exercise of a power of suspension, the President will immediately report the action to the Board with a statement of their reasons. A person suspended has the right of appeal to the Board. *(See Board Policy Student/Employee Appeals to the College Board of Governors)*

## **5. Compensation**

The compensation of the President will be determined annually by the Board, in accordance with government regulations and guidelines.

## **6. Delegation of Authority by President**

If the President is temporarily absent from the College, the President must delegate in writing, to one of the following persons, the authority to act on behalf of the President. The position will be filled in the following order:

- (a) Vice President responsible for instruction and programming (chief academic officer)
- (b) Vice President responsible for finance (chief financial officer)
- (c) Vice President, other

The delegation may be a general delegation of authority or limited to specific duties (such as signing authority) during the President's temporary absence.

## 7. Acting President


If the President is unable to act or if there is a vacancy in that office, the Board will appoint by resolution any officer of the College as Acting President in the following order:

- (a) Vice President responsible for instruction and programming (chief academic officer)
- (b) Vice President responsible for finance (chief financial officer)
- (c) Vice President other

The Acting President will assume on an interim basis all the duties and powers of the President.

Approved the 27<sup>th</sup> of MAY 2021.

  
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Board Chair

  
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Executive Assistant, Board of Governors