

# **NORTH COUNTRY COMMUNITY COLLEGE**

## **BY-LAWS**

### **BOARD OF TRUSTEES**

#### **ARTICLE I**

##### **Meeting of the Board of Trustees**

###### **1. REGULAR MEETINGS**

A regular meeting shall be held eight times a year. Special meetings may be called as needed. Notice of such meeting shall be given in writing and mailed to each member of the Board at his/her address as it appears on the books of the College at least five days prior to said meeting. The July meeting shall be the annual or organizational meeting for the ensuing year.

###### **2. SPECIAL MEETINGS**

A special meeting shall be held on the call of the Chairperson or the call of four members. The actual and timely notice of such meeting shall be given in advance to all members, and shall state the matters to be considered. No other matters shall be considered at such meeting except with the consent of all members of the Board of Trustees present at such meeting.

###### **3. ATTENDANCE/QUORUM**

Members of the North Country Community College Board of Trustees may be granted an excused absence by the Chairperson of the Board. The request for same should be made prior to the meeting. Minutes of the meetings will henceforth note: Members Present; Members Excused; and Members Absent. If the Board Chairperson is a Governor's appointee, he or she may request excused absence from the Governor.

A majority of the members of the Board of Trustees shall constitute a quorum (six in number). All matters properly arising before a meeting at which a quorum is present shall be decided by a vote of a majority of the members, which is six in number.

#### 4. PROCEDURE AT MEETINGS

- a) The Chairperson, or in his/her absence, the Vice Chairperson, shall preside and decide all questions of order. In case both the Chairperson and the Vice Chairperson are absent, the Board shall elect a Chairperson pro tempore.
- b) An agenda of items of business to come before the meeting shall be prepared and submitted by the President. Items not on the agenda may be considered at any meeting upon the consent of a majority of the members present provided, in the case of a special meeting, that matters not stated in the notice of the meeting may be considered only upon the consent of all the members of the Board present.
- c) The Board endorses a Committee system. Each committee will have a Chair that reports to the Board and is a member of the Board. The following Standing Committees will report to the Board:
- Enrollment Management, Student Services & Student Life (discussions and actions will include student recruitment, student retention, college marketing, comprehensive enrollment plan, quality of student services and student life issues).
  - Finance, Security and Facilities (discussions and actions will include College finances, campus safety and security, capital projects).
  - Academic Affairs, Programs and Policies (discussions and actions will include academic policies proposed changes and updates, new academic program development, current program registration efforts at Ticonderoga and Malone campuses, instructional matters).

Each committee will consist of at least two Board members and no more than four Board members. Committee chairs are elected by the Board of Trustees and must be Board members. The following members of the College administration will serve as ex-officio members of each committee and the ex-officio member will work with the Committee Chair in the preparation of committee agendas and materials:

- Enrollment Management, Student Services & Student Life – *Vice President for Enrollment Management*
- Finance, Security and Facilities – *Vice President for Administration*
- Academic Affairs, Programs and Policies – *Vice President for Academic Affairs*

Each Committee will also have a voting member from the College shared governance groups. Specifically, the College Senate President and the Student Government Associations (representing the three campuses) will appoint one representative to each committee. College shared governance representatives must be employees of the College. Student representatives must be matriculated students enrolled in classes.

The President of the College and the Recording Secretary of the Board also serves as ex-officio members to all Board Committees. Committee meetings are scheduled at the discretion of the chairperson of each committee or by the Chair of the Board of Trustees.

d) The order of business at each meeting shall be as follows:

1. Consideration of minutes of previous meeting
2. Treasurer's Report
3. Communications
4. Report of the President
5. Old Business
6. Committee Reports
7. New Business

## **5. MINUTES OF MEETINGS**

The Secretary shall attend all meetings of the Board, unless otherwise directed by the Board, and shall prepare the minutes of the meetings attended. In his/her absence at any particular meeting the President shall prepare the minutes, and in the absence of both, the Board shall appoint a Secretary pro tempore.

## **ARTICLE II**

### **Officers and Employees**

#### **1. THE OFFICERS OF THE COLLEGE SHALL BE:**

- a) Chairperson of the Board of Trustees who shall be a member of the Board.
- b) Vice Chairperson of the Board of Trustees who shall be a member of the Board.
- c) President of the College.
- d) Such other officers of the College, including a Treasurer and a Secretary, as the Board may from time to time appoint.

#### **2. CHAIRPERSON AND VICE CHAIRPERSON**

The Chairperson and the Vice Chairperson shall be elected at the annual meeting of the Board held in July each year to serve until the regular meeting of the Board to be held in the next succeeding July and until their successors, respectively, are duly elected. In the event a Chairperson or Vice Chairperson is not elected at any regular meeting in July, she/he may be elected at any subsequent meeting to serve for the balance of the term. A vote of the majority of all of the members of the Board shall be necessary for election of Chairperson or Vice Chairperson. The Chairperson shall preside at all meetings of the Board and perform such other duties and functions as may be required by the By-Laws or pursuant to law. In the event of the absence or inability to act of the Chairperson, and while the office of Chairperson is vacant, the Vice Chairperson shall perform the duties and functions of the office of Chairperson.

#### **3. PRESIDENT**

The President shall be appointed by the Board subject to the requirements of law. The President shall be the chief administrative officer of the College and shall have the supervision and control of its buildings, grounds, equipment, operations, and employees subject to the directions of the Board. She/he shall attend the meetings of the Board, unless otherwise directed by it, and prepare the agenda for the meetings, shall prepare or cause to be prepared for the consideration of the Board such budgets as may be required in connection with the appropriations of money to the College, shall recommend the persons to be employed by

the College and their positions and salaries and shall perform other such duties as may be delegated to him/her by the Board or imposed upon him/her by or pursuant to law. In all matters, the President shall be responsible to the Board.

#### **4. TREASURER**

The Treasurer shall be the chief fiscal officer of the College. She/he shall have custody of all funds of the College appropriated for its use and paid over to it or to the Board by the appropriating body and of all other funds received by or for the account of the College. She/he shall keep itemized records of all receipts and disbursements of the College and shall make periodic reports thereof at the meeting of the Board, and shall perform such other duties as may be delegated to him or required by or pursuant to law.

#### **5. SECRETARY**

The Secretary shall prepare the minutes of the meetings of the Boards, shall have custody of the minute books, and shall perform such other duties as may be delegated or required by or pursuant to law.

#### **6. EMPLOYEES**

The employment of all officers and employees of the College, their salaries and positions, shall be subject to the approval of the Board.

#### **7. CHANGES OF DUTIES**

The Board may, subject to the requirements of law, at any time and for such period as it may determine, delegate to any officer or employee the duties of any officer or employee.

#### **8. SECURITY**

The Board shall require each officer or employee handling funds of the College to furnish such bond or other security for the faithful performance of his/her duties as shall, in the determination of the Board, afford reasonable protection to the College, the reasonable cost thereof to be borne by the College.