

# FASA Bylaws and Annex C modification summary March 30<sup>th</sup> 2016



*To be approve at AGM on the April 8<sup>th</sup> 2016*

Things added in green

~~Things remove in red~~

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## GENERAL BYLAWS OF

### Fine Arts Student Alliance (FASA) Alliance des Étudiants et Étudiantes en Beaux Arts (AEBA)

### Concordia University

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#### SECTION 1 : GENERAL PROVISION

1. [ **Contractual Nature**] these general Bylaws create relations of a contractual nature between the Alliance, its Members, its Affiliate Organizations, *its Departmental Associations* and its Clubs.

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## 6. [Headings]

The headings used in these Bylaws shall serve merely as references and they shall not be considered in the interpretation of the terms, of the expressions or of the provisions contained in these Bylaws.

~~w. l.~~ “BoD members” shall mean all voting Members of FASA Board of Directors, and “BoD member” or “Council” shall mean any one of them as per section 51

*Change all letter under this one.*

~~r. “Community Projects” shall mean any group of Regular Members that receive funding from FASA for extracurricular activities and sit on the BoD, and “Community Project” shall mean one of these groups;~~

*Change all letter under this one.*

*Add.*

**z. “Departmental association”** shall mean group of regular member that is recognize by FASA as the official representative entity of the student for a given department or program within the Fine Arts Faculty.

*Change all letter under this one.*

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## SECTION 2 : THE ALLIANCE

### 8. [OBJECTIVES OF THE ALLIANCE]

e. To administer Clubs ~~and Community Projects~~ and support Departmental Associations and Affiliate Organizations that fall under the Faculty of Fine Arts;

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## SECTION 3 : MEMBERS

**34. [Elections]** All Regular Members have the right to be candidates for election and to hold that position in accordance with the requirements as set out in these Bylaws. However no Member is ~~entitled to hold more than one (1) seat on BoD nor are they~~ entitled to run for more than one Coordinator position within a single election.

### 43. [ANNUAL GENERAL MEETINGS (AGM)]

The Alliance's Annual General Meeting shall be held once during the University academic year, and must take place prior to the University Calendar's last scheduled day of classes for the winter semester. The Coordinator Committee shall determine the place, date and time of the Annual General Meeting. Such meetings are held in order to examine and approve financial statements, deliver the Yearend Report of Clubs, ~~Community Projects~~ Departmental Association, and Affiliate Members, and Coordinators, and discuss any other matters, which the Members deem worthy of discussion. The Coordinator Committee and BoD shall have the responsibility of calling the Annual General Meetings.

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### 48. [AFFILIATE ORGANIZATIONS, ~~COMMUNITY PROJECTS~~ DEPARTEMENTAL ASSOCIATIONS AND CLUBS]

a. All regulations governing the relations between FASA and its Affiliate Organizations, ~~Community Projects~~ Departmental Association and Clubs shall be decided upon by a Two thirds (2/3) majority vote at a duly convened meeting of the BoD. All decisions made in this regard shall be kept for reference purposes in FASA's Books of Resolutions.

b. All Clubs, ~~Community Projects~~ Departmental Association and Affiliate Organizations shall adhere to these Bylaws and provisions thereof.

c. **No Independent Fee.** No Club or ~~Community Projects~~, Departmental Association may levy their own fee or borrow money upon the credit of FASA.

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## SECTION 4 : REPRESENTATION OF THE ALLIANCE

49. [**Representative Bodies**] The Alliance shall act through its representative bodies: the BoD, the Coordinator Committee, Affiliate Organizations, Clubs, ~~Community Projects~~ Departmental Association, the Chairperson, the Secretary, any Committees and meetings of the Members. These bodies shall represent FASA within the limits of the powers granted to them by virtue of the Act, of its Regulations, of the Constituting Act or of the present Bylaws.

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### 51. [Board of Directors]

**[BoD voting members]** Voting Members of the BoD shall be called BoD members.

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**52. Composition.** The following shall be voting Members of BoD and will be able to exercise their right to vote at any and all FASA BoD Meetings:

a. One (1) appointed representative from each of the ~~following Fine Arts departments; Dance, Theater, Music, Cinema, Art History, Art Education, Design and Computation Arts.~~ Departmental Associations dully recognize by FASA.

~~b. Two (2) appointed representative from each of the following Fine Arts departments; Studio Arts.~~

~~e.~~ b. One (1) appointed representative of each Affiliate Organization, appointed in accordance with the regulations set out in Annex C.

~~d. Appointments will be done at the first General Assembly of the academic year. If a seat is not filled, it will remain vacant until a member in that department is nominated at a Meeting of the Members.~~

~~e. In the event that an appointed Board Member miss two meetings in a row, another Regular Member in that department can be nominated to replace them at the next General Meeting.~~

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**64. [Quorum]** Quorum shall consist of two thirds (2/3) of the BoD voting members.

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## **78. [Coordinator COMMITTEE And ADJUNCT to the Coordinator COMMITTEE]**

**[Composition]** The Coordinator Committee shall be composed of:

- a. One (1) General Coordinator
  - b. One (1) Internal Communications Coordinator
  - c. One (1) Clubs and ~~Services~~ Associations Coordinator
  - d. One (1) Student Life Coordinator
  - e. One (1) External Communications Coordinator
  - f. One (1) Finance Coordinator
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**86. [Restrictions]** The following are not eligible to serve as Coordinators:

- a. Current Chief Electoral Officers of the Alliance;

- b. Current Members of the Conflict Resolution and Complaints Committee
  - c. Current and former Chief Electoral Officers of the Concordia Student Union;
  - d. Current and former Members of the Judicial Board of the Concordia student Union;
  - e. Current and former Chairpersons of the Concordia Student Union Council of Representatives;
  - f. Current Club Coordinators;
  - g. Current Affiliate Organization Coordinators;
  - h. Current Departmental Association Coordinators.
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### **87. [Responsibilities of the Coordinator Committee]**

- k. The Coordinator Committee shall ensure that FASA's mandates, policies and initiatives are communicated to the FASA BoD, Clubs, Departmental Associations, Affiliate Organizations and Regular Members.
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### **90. [Responsibilities of the Clubs and Associations Coordinator]**

- a. Shall be responsible for maintaining regular contact with Club Members, Departmental Associations and BoD members, as well as the oversight and development of policies related to Clubs and Departmental Associations funding, eligibility and constitutions.

- b. Shall keep up to date with University policies, room-booking procedures, and communicate this information to Clubs Members, Departmental Associations and BoD members.

*Add*

- c. Shall oversee the creation or transition of each FASA recognize Departmental Associations at the beginning of each academic year.

- ~~e~~ d. Shall oversee Clubs registration procedures and ensure that all procedures meet deadlines set by the University.

- ~~d~~ e. Shall work with the Internal Communications Coordinator to disseminate information to Departmental Associations, Clubs and Affiliates to promote an active student life.
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### **91. [Responsibilities of the Student Life Coordinator]**

a. Shall work with the Coordinator Committee and the Clubs and ~~Services-Associations~~ Coordinator to construct a diverse itinerary of events, workshops and/or lectures to take place throughout the academic year.

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#### 101. [By Reason of Absence]

~~c. The FASA BoD holds the authority to reduce Club funding by \$100 per missed meeting, provided that formal regrets were not issued in writing two (2) days prior to the meeting of the BoD Meeting.~~

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### SECTION 5 : LEGAL AND FINANCIAL AUTHORITY

#### 108. [APPLICATION OF BYLAWS AND ANNEXES]

**Authority of Bylaws.** In the event of any conflict between these Bylaws and the Constitution of any Club, ~~Departmental Association~~ or Affiliate Organization, these Bylaws shall take precedence. All amendments, regulations, resolutions, motions, or decisions of FASA, including, but not limited to those made by the BoD, any Committees formed by the BoD, General Meetings, Annual General Meetings, Special General Meetings, Referendum and any Affiliate Organization, ~~Departmental Association~~ or Club, must be made in conformity with these Bylaws.

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#### Annex C Clubs ~~and Community Project~~ Policy

#### To the General By-Laws of Fine Arts Student Alliance

##### 1.0 Scope

This Policy applied to all Clubs ~~and Affiliate Organizations~~ of Alliance. FASA recognizes the importance of allowing Regular Members to be aware of what is happening with the Alliance ~~and to be involved in the selection of the Board of Directors.~~

FASA is committed to approving Clubs which reach out to a large number of students within the Faculty. ~~As the majority of the FASA annual budget is allocated to Club activities,~~ Clubs have a responsibility to be open and accessible to all Regular Members who wish to partake in Club activities. FASA will no longer accept Club applications that are situated within the context of a class and whose only mandate is to put on an end of

year show as this does not allow a significant proportion of our membership to get involved.

~~Given a history within FASA of having Clubs whose activities are broader in scale and financial need than the activities of a Club, FASA allocates a portion of its budget towards Community Projects. These projects provide groups who have shown a commitment to engaging with a broad range of our member base and wish to sustain these activities over a lengthy period of time the opportunity to complete their projects with a larger financial contribution from the organization. FASA will fund a maximum of four (4) Community Projects per academic year.~~

~~Affiliate Organizations levy their fees independently from FASA or have procured space within the University independent of FASA. Affiliate Organizations are considered to represent all students as their mandates are fairly broad and thus they are an essential part of the FASA Board of Directors.~~

## 2.0 Definitions

2.1 “Acting Director” shall mean a Director chosen from among the Executive Committee of a ~~Community Project or Affiliate Organization~~ Club to replace the Primary Director in the event that they cannot attend a meeting of the Members ~~or a meeting of the Board of Director~~. The Acting Directors shall have the same rights and responsibilities as the Primary Director at meetings.

2.2 “Booking Office” shall refer to an Executive of a Club ~~or Community Project~~ responsible for booking spaces within the University;

2.3 “Club Representative” shall refer to the Executive selected by the Executive Committee of each Club to report on the Club’s activities at each General Meeting. This Club Representative should attend all Meetings of the Members.

~~2.4 “Community Project” is a project satisfying the criteria of Section 3.3 and 3.4 of this Annex and which has been selected by the FASA membership to receive funding.~~

2.4 “Constitution” shall mean the constituting act of a Club, ~~Community Project or Affiliate Organization~~;

2.5 “Executive Committee” shall mean the governing body of each Club ~~or Affiliate Organization~~.

2.6 “Executive” shall refer to one of these individuals and “Executives” shall refer to more than one of them;

2.7 “Financial Officer” shall refer to the executive responsible for creating a budget, keeping track of spending, and signing of on receipts before they are submitted to FASA for reimbursement;

2.8 “Mid-Year Report” shall mean the report that is to be given at the First General Meeting of the Winter Semester;

~~2.10 “Primary Councilor” shall mean the Councilor chosen by the Executive Committee to represent the Community Project or Affiliate Organization at meetings of the Members and at the Meeting of the Board of Directors;~~

2.9 “Year-End Report” shall mean the report to be given at the Annual General Meeting;

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### **3.3 Community Projects**

~~1) The Community Project application deadline shall be 5pm on the third Friday of the month of September.~~

~~2) All Community Projects must have a minimum of five Executives and one of these Executives shall be a Financial Officer and another a Booking Officer.~~

~~3) New Community Projects are only open to groups which were a FASA Club in the prior academic year.~~

~~4) New Community Projects, which have never applied to FASA for funding in the past, must provide FASA with the following documents:~~

~~a) A copy of the registration document with the Dean of Students~~

~~b) A constitution containing at minimum the following elements:~~

- ~~■ Name~~
- ~~■ Mandate~~
- ~~■ Membership~~
- ~~■ Executive Committee & Responsibilities of each Executive~~
- ~~■ Appointment/Election Procedures~~
- ~~■ Terms of Office~~
- ~~■ Removal from Office~~

~~c) A projected budget totaling a maximum of 2000\$ for the Community Project’s activities. Any budgets which total over 2000\$ must clearly indicate where other sources of funding are being requested.~~



~~d) An events calendar which clearly indicates a minimum of one event per semester that will be open to the FASA membership at large. e) Proof that the Community Project's activities reached a minimum of 200 people in the previous academic year.~~

~~f) A five-year visioning plan for the Community Project.~~

~~g) There must be at least one (1) first year student, one (1) second year student and one (1) third year student on your Executive each year.~~

~~5) Returning Community Projects, who have applied to FASA for funding in the past, must provide FASA with the following documents:~~

~~a) A copy of the registration document with the Dean of Students.~~

~~b) Any changes to the Community Project's constitution from prior years.~~

~~c) A projected budget totaling a maximum of 2000\$ for the Community Project's activities. Any budgets which total over 2000\$ must clearly indicate where other sources of funding are being requested.~~

~~d) An events calendar which clearly indicates a minimum of one event per semester that will be open to the FASA membership at large.~~

~~e) Proof that the Community Project's activities reached a minimum of 200 people in the previous academic year.~~

~~f) A five-year visioning plan for the Community Project. All Community Project applicants must submit the documents to the FASA head office in person by the deadline.~~

~~g) There must be at least one (1) first year student, one (1) second year student and one (1) third year student on your Executive each year.~~

### **3.4 Community Project Selection Procedure**

~~1) The Community Projects shall be juried by the Membership at the first General Meeting of the fall semester.~~

~~2) The Executive Committee of each Community Project applicant shall be given a presentation time. Each Community Project applicant shall present for five minutes about their project and its long-term vision. This presentation shall be followed by a five-minute question period.~~

~~3) Upon completion of all of the presentations, the membership shall vote via a ballot vote for the projects they deem to be most worthy of funding, up to a maximum of four (4) per person. Votes shall be collected and tallied by Tellers appointed for this purpose at the beginning of the meeting and the results shall be reported to the Chairperson over the course of the meeting.~~