

Annex C Clubs ~~and Community Project~~ Policy

To the General By-Laws of Fine Arts Student Alliance

To be approve at AGM on the April 8th 2016

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 Councillor” shall mean the Councillor 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;

3.0 Procedures

3.1 Club Application

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

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

3) New Clubs, 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 1000\$ for Club activities. Any budgets which total over 1000\$ 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) 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.

3.2 Returning Clubs

1) Clubs 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 Club's constitution from prior years.

c) A projected budget totaling a maximum of 1000\$ for Club activities. Any budgets which total over 1000\$ 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. All Club applicants must submit the documents to the FASA head office in person by the deadline. All applicants will be notified within five (5) Juridical Days of the status of their application

e) 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.

3.3 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 six 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.~~