

GENERAL BYLAWS

OFFine Arts Student Alliance (FASA)

Alliance des Étudiants et Étudiantes en Beaux Arts (AEBA)

Concordia University

Approved by Membership on April 8, 2016

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SCOPE

Direct Democracy refers to a nonhierarchical decision making process, a commitment to the principle of self-management (autogestion), and a horizontal distribution of power. In the context of FASA, direct democracy means that power resides in the hands of the Membership and that the General Meeting (including Special and Annual General Meetings) is the highest decision making body. Wherever possible, decisions should be taken collectively through meetings of the Members. All other internal bodies, including the FASA Board of Directors and the Coordinator Committee, are accountable to the Members and are bound by mandates decided upon by the Members during General Meetings.



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.

2. DEFINITIONS

Definitions in the Bylaws. Unless there exists an express contrary provision or unless the context clearly indicates otherwise, in the Bylaws of the Alliance the term or expression;

Definitions in the Act or in its Regulations. Subject to the below definitions, the definitions provided for in the Act or in its Regulations shall apply to the terms and to the expressions used in the Bylaws of the Alliance.

3. [Interpretation]

Terms and expressions used only in the singular shall include the plural and vice versa, and those only importing the feminine gender shall include the masculine and the neutral genders and vice versa.

4. [Discretion]

Unless otherwise provided, where the Bylaws confer a discretionary power upon the Board members, the latter shall act prudently, diligently, honestly and faithfully in the best interests of the Alliance and they shall avoid placing themselves in a position of conflict of interest between their own personal interests and that of the Alliance. Board members may also decide not to exercise such power. No provision contained in these Bylaws shall be interpreted so as to increase the duties incumbent on the Board members beyond those, which are provided in the Act.

5. [Precedence]

In the event of a contradiction between the Acts, the Constituting Act or the Bylaws of the Alliance, the Act shall prevail over the Constituting Act and over the Bylaws, and the Constituting Act shall prevail over the Bylaws.

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.

a. **“Act” or “Companies Act”** shall mean the Quebec Companies Act, R.S.Q., chap. C38, and any amendment thereto, either past or future, and shall include, in particular, and act or statute which may replace it, in whole or in part. In the



event of such replacement, any reference to a provision of the Act shall be interpreted as being a reference to the provision, which replaced it;

b. “Action Plan” shall mean a comprehensive outline of activities and goals planned by Coordinators presented to the Membership or Board of Directors at the beginning of each semester.

c. “An Act respecting the legal publicity of sole proprietorships” shall mean An Act respecting the legal publicity of sole proprietorships, partnerships and legal persons, R.S.Q., chap. P45, and any future amendments thereto and shall include, in particular, any act or statute which may replace it, in whole or in part. In the event of such replacement, any reference to a provision of An Act respecting the legal publicity of sole proprietorships, partnerships and legal persons shall be interpreted as being a reference to the provision, which replaced it;

d. “Adhoc Committee” shall mean the internal committees of FASA responsible for the day-to-day management of the Alliance and oversight of any operational tasks decided upon at the BoD’s discretion, they are temporary in nature and comply with section 93.

e. “Affiliate Organization” shall mean any organization at Concordia University that levies their own fees, and whose mandate is to serve Concordia University FineArts Undergraduate students, including but not limited to the Art Matters Festival, Cafe X, the Reading Room, CUJAH and the Galerie VAV Gallery;

f. “Alliance” shall mean Fine Arts Student Alliance (FASA) / Alliance des Étudiants et Étudiantes en BeauxArts (AEBA);

g. “Ambassadors” shall mean Regular Members designated by the FASA BoD to represent the FASA BoD on any Concordia University boards and committees;

h. “Annual General Elections” shall mean the Annual General Elections duly held in accordance with Section 97 of these bylaws and in accordance with the FASA Electoral Regulations;

i. “Annual General Meeting” or **“AGM”** shall mean a meeting of the Members held once a year and called as per section 40-43.

j. “Associate Members” shall mean students who are not enrolled in a program of study with the Faculty of Fine Arts, but who are registered for a Fine Arts course(s) and can be nonvoting Members of FASA.

k. “Board of Directors” or **“BoD”** shall mean the FASA Board of directors,



formerly known as the FASA Council of Representatives;

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;

m. “Book of Resolutions” shall mean a book located in the FASA office, which contains a record of all mandates and positions taken within the Alliance by its Members;

n. “By-Election” shall mean a by-election duly held in accordance with Section 98 hereof and within the FASA Electoral Regulations;

o. “Bylaws” shall mean the present Bylaws, any other Bylaws of the Alliance that are in force at the time as well as any amendments thereto;

p. “Chairperson” shall mean a person hired by FASA to co facilitate FASA BoD meetings and Meetings of the Members;

q. “Clubs” shall mean any group of Regular Members that receive funding from FASA for extracurricular activities and are required to give monthly reports of their activities at General meetings. “Club” shall mean any one of these groups;

r. “Co facilitation” shall mean the method by which FASA BoD and Meetings of the Members are facilitated. The Chair and the Moodwatcher shall be understood to be the co facilitators.

s. “Complaints and Conflict Resolution Committee” shall be abbreviated, as CR/CC and its purpose shall be to review complaints entailing decisions made by the FASA Coordinator Committee or BoD or any other internal disputes, which cannot otherwise be resolved.

t. “Constituting Act” shall mean the memorandum of agreement, the letters patent, the supplementary letters patent and the bylaws passed;

u. “Coordinators” shall mean the elected Regular Members designated to represent FASA and “Coordinator” shall mean any one of them;

v. “Coordinator Committee” shall mean the group of all of the elected FASA coordinators delegated to represent FASA, and “Coordinator” shall mean any one of them;

x. “Days” shall mean Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, or Sunday;



y. “Declaration deposited in the Register” shall mean, as the case may be, the initial declaration of registration, the amending declaration, the annual declaration or any other declaration of registration which has been filed or which may, in the future, be required to be filed pursuant to An Act respecting the legal publicity of sole proprietorships and which has been entered on the Register;

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.

aa. “Election Policy” shall mean the regulations adopted or modified by BoD to govern elections (Annex E);

bb. “Faculty” shall mean the Faculty of Fine Arts at Concordia University;

cc. “FASA” shall mean the acronym of the Alliance, Fine Arts Student Alliance;

dd. “Financial Policy” shall mean the regulations adopted or modified by the Board of Directors with regards to financial matters (Annex A);

ee. “General Meeting” shall mean a meeting of the Members satisfying the conditions of section 39 to 48 “General Meeting” or “GM” and “General Assembly” or “GA” shall be taken as interchangeable.

ff. “Informational General Meeting” shall mean a meeting of the Members called for informative purposes;

gg. “Juridical Day” shall mean any Monday, Tuesday, Wednesday, Thursday or Friday, to the extent that it does not fall on a Non-Juridical day;

hh. “Listserv” shall mean the list provided by the University including the email addresses of all students enrolled in Undergraduate Fine Arts Programs at the University;

ii. “Members” shall mean all Regular Members, Associate Members, Honorary Members and Affiliate Organizations and “Member” shall mean any one of them;

jj. “Moodwatcher” shall mean a person hired by FASA to co-facilitate FASA BoD meetings and Meetings of the Members.

kk. “Person” shall refer solely to an individual;

ll. “Referendum” shall mean a referendum duly held in accordance with Section 97 of these Bylaws;



mm. “Register” shall mean the register of sole proprietorships, partnerships and legal persons created pursuant to An Act respecting the legal publicity of sole proprietorships;

nn. “Regular Members” shall mean all natural persons satisfying the conditions of Section A.3.1 and having voting rights within FASA, and “Regular Member” shall mean any one of them;

oo. “Regulations” shall be policies of a permanent and binding nature which may only be adopted by a two thirds (2/3) majority of sitting BoD members at a duly convened BoD meeting. All policies, unless specified otherwise, are enacted, amended or rescinded by three quarters (3/4) majority of Members at a meeting of the Members;

pp. “Representative” shall mean any Coordinator of the Alliance or any other person who, at the request of the Alliance, acts or acted as delegate or mandatory of a body corporate of which the Alliance is or was a member or a creditor or any other person who, at the relevant time, acted in that capacity and shall include any promoter or any applicant of the Alliance, and “Representatives” shall mean all of them;

qq. “Resolution” shall mean any question or plan of action to be voted and approved by members, it being understood that Resolution is a formal motion;

rr. “Secretary” shall mean a person hired to attend meetings and take minutes of said meetings as per section 75;

ss. “Simple Majority” shall mean more than half of legal votes cast, excluding blanks and abstentions, at a duly convened meeting at which quorum is present;

tt. “Special General Meeting” or **“SGM”** shall mean a meeting satisfying the conditions of Section 40 to 46;

uu. “Special Project Grant” shall mean a grant given to Regular Members of FASA in either the fall or winter semester to support artistic endeavors that reach out to the community;

vv. “Teller” shall mean any impartial nonvoting Member designated by the BoD to count ballot votes at a meeting;

ww. “University” shall mean Concordia University in Montreal, Quebec.



SECTION 2 : THE ALLIANCE

7. FASA is committed to being an open, inclusive organization that recognizes diversity, and to promoting access and inclusion to communities traditionally marginalized based on gender, sexual orientation, race, economic status, language ability, religion preference, age, ability, and other intersecting forms of oppression. FASA further recognizes that issues of power and privilege and underlying, often unspoken, ideologies of domination and subordination often reinforce and maintain our organizational hierarchies, even when actors change. Therefore FASA chooses to operate within a framework of antioppression.

8. [OBJECTIVES OF THE ALLIANCE]

The Purpose of the Alliance will be:

- a.** To promote and encourage the educational, social, recreational and political interests of the undergraduate Fine Arts students in the University;
- b.** To cooperate with other organizations having similar interests in promoting student activities and interests and in particular those that operate within a framework of antioppression;
- c.** To consider and support activities which enhance the quality of life for undergraduate Fine Arts students in the University;
- d.** To seek and promote the quality and accessibility of education for undergraduate Fine Arts students and for those who have been systematically excluded from the postsecondary education system;
- e.** To administer Clubs and support Departmental Associations and Affiliate Organizations that fall under the Faculty of Fine Arts;
- f.** To act as the accredited representative organization of all undergraduate Fine Arts students at the University;
- g.** To represent its Members as required and to provide full representation of undergraduate Fine Arts students on the Fine Arts Faculty Council, the Fine Arts Faculty Steering Committee, the Sustainability Action Fund (SAF), Concordia Volunteer Abroad Program (CVAP), and any other boards, councils or committees at the Faculty and University level;
- h.** To exercise such supervision so as to ensure that the activities of the University Faculty and administration are conducted in the best interests of the Alliance, the Alliance's Members and the University;



i. To encourage and facilitate academic, political and social communication between all undergraduate Fine Arts students, the CSU and the University administration;

j. To purchase, lease or acquire by any other means the necessary movable and immovable property for the purposes described above, to possess and exploit such property, and to supply its Members with services related to the objectives of the Alliance;

k. To maintain healthy and positive relationships with the BoD and membership to ensure all needs of membership are met.

9. [HEAD OFFICE AND ESTABLISHMENT]

[Place and address of head office] The head office of the Alliance shall be located in the Province of Quebec in the place indicated in its Constituting Act or at the address indicated at the relevant time in the declaration deposited in the Register or in the Bylaw deposited with the Registrar pursuant to article 87 of the Act a notice of which has been deposited in the Register.

10. [Transfer of head office] The Coordinators, may transfer the head office of the Alliance to another locality in the Province of Quebec; but no Bylaw shall be valid or acted upon unless it has been approved by a vote of at least two thirds (2/3) of the Members having the right to vote in attendance at a General Meeting called for this purpose and unless a copy thereof, certified under the seal of the legal person, has been deposited with the Registrar.

11. [Establishment] The Alliance may have one (1) or more establishments elsewhere in the province, Canada or in any other country.

12. [Notices to the Alliance] Notices or documents to be sent to, or served upon, the Alliance may be so sent or served, by registered or by certified mail, to the address of the head office indicated at the relevant time in the declaration deposited in the Register or in the Bylaw deposited with the Registrar pursuant to article 87 of the Act a notice of which has been deposited in the Register. In such a case, the Alliance shall be deemed to have received, or to have been served, such notices or documents on the date of normal mail delivery unless reasonable grounds to the contrary exist.

13. [SEAL AND OTHER MEANS OF IDENTIFICATION OF THE ALLIANCE]

[Name] The Alliance has the corporate name “Alliance des étudiants et étudiantes en beaux arts/ Fine Arts Student Alliance” and it shall exercise its rights and perform its obligations under that name. The Alliance also has the



following trade names “FASA” and, subject to the restrictions provided for in any applicable act, may use these names to identify itself.

14. [Seal] Unless the Alliance adopts one by resolution of the BoD, the Alliance shall have no seal.

15. [Logo] The Alliance may approve one (1) or more logos according to the specifications prescribed by the BoD. The logo(s) will be kept for a minimum of three (3) years, unless otherwise decided by a Simple Majority of Members present at a General Meeting of the Members or Simple Majority of BoD members.

16. [Use of Seal] The seal or logo of the Alliance may only be used by the Coordinators, or by any Member that has received authorization from the Coordinators or anyone else mandated by the Membership. Individuals who receive grants under FASA’s Special Project Grant program will be granted the use of the FASA logo to use on promotional materials related to the projects for which they were awarded funding.

17. [BOOKS AND REGISTERS] Books and Registers of the Alliance] The Alliance shall opt for one (1) or more books in which the following documents, as the case may be, are to be kept:

- a. A copy of the Constituting Act of the Alliance;
- b. The Bylaws of the Alliance and any amendments thereto;
- c. A copy of any Declaration deposited in the Register;
- d. The Book of Resolutions and the Minutes of the meetings of BoD, the Coordinators, and any Meetings of the Members certified by the Chairperson of the meeting or the General Coordinator;
- e. A register of hypothecs or mortgages.

18. [Safekeeping] The Book of the Alliance shall be kept in the FASA Office and Fine Arts Reading Room or at any other place determined by the BoD and copies of the Minutes, Resolutions, Bylaws and Constituting Act, and yearend financial reports shall be available on the FASA website.

19. [Accounting records] The Alliance shall keep at its head office one (1) or more books in which are recorded its receipts and its disbursements and the matters to which each relates, its financial transactions as well as its credits and liabilities.



20. [Examination of Books, Registers and Documents] Subject to the Act, the Members, the creditors, as well as their mandataries may examine, during the normal business hours of the Alliance, the following books, registers and documents: the Constituting Act of FASA, the Bylaws and amendments thereto, the minutes of the meetings of the BoD, the Coordinators, and any committee of the BoD, the minutes of the meetings of the Members, the Financial Statements, the copy of any Declaration deposited in the Register, the register of hypothecs or mortgages of the Alliance.

21. [Noncertified copies or excerpts of books, registers and documents] The Members, the creditors as well as their representatives and the judgment creditors of a Member may obtain, at their expense, noncertified copies or excerpts of the books, registers and documents referred to in paragraph 17 above.

22. [Disclosure of information to Members] Information regarding the management of the business and affairs of the legal person may be disclosed to any Regular Member of the Alliance, unless the information was discussed within a closed session of the BoD. FASA agrees to disclose any links, affiliations, and alliances with any other organizations.

23. [APPLICABLE LEGISLATION]

[Publicity] The Alliance shall have the duty to ensure its publicity pursuant to the Act respecting the legal publicity of sole proprietorships and to file for registration on the Register. The General Coordinator or the Internal Communications Coordinator of the Alliance shall be responsible for the periodic or annual updating of the information appearing on the Register.

24. [Signing of declarations to be deposited in the Register] The declarations which are to be filed with the Registrar pursuant to the Act respecting the legal publicity of sole proprietorships may be signed by the General Coordinator of the legal person, by any Coordinator of the Alliance or by any person designated by the Coordinator Committee.

25. [Registration procedure] Where the Alliance has an establishment or where it carries on business outside the Province of Quebec, it shall comply with the legislation applicable to it in that other province, in that other territory, in that other state or in that other country or political subdivision thereof and, in particular, it shall comply with the registration procedure. The General Coordinator of the Alliance or any person designated by the latter is authorized to sign any document and take all appropriate action with respect to such registration procedure.



26. [Priority] In the event of any discrepancy between the information filed pursuant to the Act and pursuant to the Act respecting the legal publicity of sole proprietorships, the information registered pursuant to the Act shall have priority except if the information appearing on the Register and filed pursuant to the Act respecting the legal publicity of sole proprietorships is subsequent in time.



SECTION 3 : MEMBERS

27. [MEMBERSHIP STATUS]

[Regular Members] Regular Members of FASA shall include all undergraduate students currently registered in a specialization, major, or minor within a program of study in the Fine Arts Faculty at Concordia University.

28. [Student Fees] All Regular Members of the Alliance shall pay a fee to FASA upon registration with the University. Student fees shall be set by a fee question approved by a Simple Majority of Regular Members at a referendum held for that purpose.

29. [Associate Members] Associate Members shall include all students who are registered in a course within the Faculty, despite not being registered in a program of study within the Faculty itself. Associate Members are nonvoting Members.

30. [Honorary Membership] Honorary nonvoting Membership can be granted by the FASA BoD with a two thirds (2/3) majority vote or by a Simple Majority vote of Regular Members. Honorary Members are nonvoting Members.

31. [Affiliate Organizations] Affiliate Organizations shall include other student organizations that levy their own fees, or that manage budgets with funding independent from FASA, and whose mandate is to offer services to students within the Faculty of Fine Arts. Affiliate Organizations include the Fine Arts Reading Room (FARR), Art Matters Festival, Café X, The Concordia Undergraduate Journal of Art History (CUJAH) and the Visual Arts Visuals Gallery (VAV).

32. [MEMBERSHIP RIGHTS AND RESPONSIBILITIES]

[Meetings] Every FASA Member has the responsibility of attending the meetings of the Members.

33. [Bylaws] Every FASA Member has the responsibility of reading and abiding by these Bylaws.

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 run for more than one Coordinator position within a single election.

35. [Voting Rights] All Regular Members have the right to vote in all FASA



elections, recalls and by-elections, and on all issues to which they are entitled as per the Bylaws, with the exception of Associate and Honorary Members. Each Regular Member shall be entitled to one (1) single vote at meetings of the Members. A Regular Member may not be represented by another at a meeting of the Members and proxy votes cannot be used for any meetings of the Members.

36. [Presentation of Claims to the Conflict Resolution and Complaints Committee] All FASA Members have the right to present claims, enquiries and appeals before the FASA Conflict Resolution and Complaints Committee.

37. [Freedom from Prejudice and Discrimination] Every FASA Member has the right to be free from any prejudice and discrimination as outlined in the Quebec Charter of Rights and Freedoms.

38. [Voluntary Withdrawal of Membership] Every FASA Member has the right to withdraw their membership to the Alliance by notifying the Finance Coordinator by email within the first two weeks of the semester.

39. [MEETINGS OF THE MEMBERS]

There are four types of meetings of the Members: General Meetings (GM), the Annual General Meeting (AGM), Informational General Meetings (IGM), Special General Meetings (SGM). The meeting of the Members is the highest governing body of the Alliance, with equal status accorded to General Meetings, Annual General Meetings, and Special General Meetings.

40. [QUORUMS FOR MEETINGS] Quorums for meeting of the Members varies depending on the type of meeting.

a. There will be no required Quorum for Informational General Meetings (IGM).
b. Quorum for General Meetings (GM) and Annual General Meetings (AGM) shall consist of one percent (1%) of the Regular Members.

c. Quorum for Special General Meetings shall consist of two point five percent (2.5%) of the Regular Members.

d. The following votes, taken within a Special General Meeting, shall have a quorum of five per cent 5%: Strike Vote and Removal from Office.

41. [GENERAL MEETINGS]

The General Meetings shall meet at least twice yearly; at the beginning of each semester (Fall and Winter). The first GA of the fall semester will take place the Monday following the third Friday of the month. If there is a conflict with regard to



the date of the GA, it is up to the coordinators to choose a new date for the GA within the month of September, following the third Friday. The General Meeting is comprised of all attending Regular Members, and all are entitled to speaking, motioning and voting rights.

42. [RIGHTS AND RESPONSIBILITIES OF MEETINGS]:

- a)** To determine the general orientations and principles of the Alliance, be them administrative or political.
- b)** At the very first meeting of the year, to approve or reject budgetary provisions presented by the Finance Coordinator of the Coordinator Committee where the financial yearend report of the past year must be presented.
- c)** At the first General Meeting the Coordinator Committee shall present their Action Plan (in accordance with Annex B) to the Membership.
- d)** To approve or reject any bylaws changes.
- e)** Prior to an election period, serve as a platform to present any nomination from candidates.

[PROCEDURES] The procedure to organize the meeting shall be in accordance with section 47.

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, 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.

44. [PROCEDURES] The procedure to organize the meeting shall be in accordance with section 47.

45. [INFORMATIONAL GENERAL MEETINGS (IGM)]

Informational General Meetings shall take place as deemed necessary by the Coordinators, by a Simple Majority of BoD members, or by a Simple Majority of Members in a General Meeting or a Special General Meeting. Such meetings shall only be for the purposes of informing the Members about particular



situations that may arise. No voting or passing of resolutions shall take place at the meeting.

46. [SPECIAL GENERAL MEETINGS (SGM)]

Special General Meetings of the Members may be called by the FASA Coordinators, by a two thirds (2/3) majority vote at a BoD meeting, by a petition signed by two thirds (2/3) of the FASA BoD members, or by a petition signed by two and a half percent (2.5%) of the Regular Members. Special General Meetings shall be called for a specific purpose that can't be addressed in a General Meeting, and the mover of the meeting shall determine this purpose.

47. [PROCEDURES]

a. A Special General Meeting of the Members shall be called by the FASA Chairperson upon receipt of a request or petition (as outlined in section 46). Such request or petition duly signed and filed with the Chairperson, shall set out the purpose of such a meeting, the matters to be discussed and the agenda for the meeting. Said agenda will include mention of any motions that are to be discussed or submitted to a vote during the meeting, although additional motions related to the agenda topics may arise from the floor throughout the Special General Meeting. Upon receipt of such a request, it shall be incumbent upon the Chairperson to call a meeting in accordance with section 46 and 47.e.

b. [Consequence of not calling the meeting] If the meeting is not called within four (4) Juridical Days from the date that the request was filed with the Chairperson, a representative of the petitioners designated in the petition and signatories thereof may call this Special General Meeting themselves in accordance with section 46 and 47.e. Alternately, any member of the Coordinator Committee or BoD may call such a meeting.

c. [Motions] During a Special General Meeting, the Members should discuss those topics for which the meeting was called. Should motions arise deviating from the agenda topics established in the notice to call the meeting, the Members will have to include that motion in the next call to a meeting or motion to have the topic included in the agenda for the next General Meeting.

d. [Notice of Meeting] The notice of the calling of any meeting of the Members shall be publicized at least seven (7) days before the date of said meeting through the posting of notices in the VA, EV, FB, and MB buildings on all floors where Fine Arts undergraduate students have classes, as well as on the FASA website and through the FASA Listserv and in any other location frequented by Fine Arts Students.

e. [Contents of the Notice] Any notice to call a meeting of the Members shall



indicate the place, date and time of the meeting. Notice of the call to a Special General Meeting or the Annual General Meeting shall include any item placed on the agenda and shall include information on the resolutions proposed by the BoD, Coordinator Committee or Regular Members, as the case may be.

f. [Irregularities] If any Member wishes to contest the validity of any meeting of the Members on the grounds of irregularities affecting the notice of a meeting or the sending thereof, they may do so in writing within three (3) days of the calling of the meeting in question. The contestation shall be submitted to the Conflict Resolution and Complaints Committee who shall render their decision in writing to the FASA Membership on the FASA website within three (3) Juridical Days of the decision and at the next meeting of the Members.

g. [Persons Entitled to Speak at a Meeting] The Members, the auditors of the Alliance and other persons who, pursuant to the Act, the Constituting Act or the Bylaws are entitled to speak at a meeting of the Members may do so. Any other Person may be admitted to speak at a meeting of the Members upon invitation by the Chairperson of the meeting or if a Simple Majority of the Members agrees thereto.

h. [Chairperson] a Co-facilitator elected at the beginning of each meeting by the Regular Members present at that meeting shall chair the meetings of the Members.

i. [Moodwatcher] the meetings of the Members shall be attended by a Co-facilitator elected at the beginning of each meeting by the Regular Members present at that meeting.

k. [Secretary] The FASA Secretary shall act as Secretary of all Meetings of the Members and their responsibilities are set out in section 76. Should the Secretary be absent, the Regular Members attending the meeting shall designate any person to act as Secretary for that meeting.

m. [Procedures] Meetings shall be facilitated using a procedure agreed upon by a Simple Majority vote at the beginning of every meeting, taking into consideration the capacity of the Co-facilitators to use the agreed upon procedure.

n. [Voting Procedure] Any motion presented at a meeting of the Members shall be decided by a Simple Majority vote through show of hands, unless a Regular Member attending the meeting requests a ballot vote and the Chairperson of the meeting agrees that the ballot vote is appropriate. The Chairperson of the meeting may not, however, deny a ballot vote if a Simple Majority of the Regular Members present request it. The Chairperson shall count all votes and record the



number of favorable votes, unfavorable votes, and abstentions. This record shall be submitted to the BoD and filed with FASA's books.

o. [Ballot Vote] In the case of a ballot vote at a meeting of the Members, the Secretary and Chairperson of the meeting shall provide each Regular Member with a ballot with which to cast their vote. Each Regular Member shall deliver to the Teller of the meeting the ballot on which they have cast their vote. A ballot vote shall take precedence over a vote by a show of hands.

p. [Teller] The Chairperson of a meeting of the Members may appoint one (1) or more persons to act as Tellers at the meeting in the case of a ballot vote. The Teller may not be a member of BoD or the Coordinators.

q. [Enforcement] All decisions taken by resolutions adopted by a Simple Majority vote of the Regular Members at all Meetings of the Members shall be binding upon the BoD, and any Committees until such resolutions and motions have been repealed or amended by the Regular Members at another meeting of the Members, or through Referendums.

48. [AFFILIATE ORGANIZATIONS, COMMUNITY PROJECTS, AND CLUBS]

a. All regulations governing the relations between FASA and its Affiliate Organizations, 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, Departmental Association and Affiliate Organizations shall adhere to these Bylaws and provisions thereof.

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



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, 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.

50. [Governing Authority] The BoD shall serve as the Board of Directors of the Alliance. The BoD is subject to the will of the Members and is bound by all mandates and votes taken within Meetings of the Members.

51. [Board of Directors]

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

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 of the Departmental Associations duly recognize by FASA.
- b. One (1) appointed representative of each Affiliate Organization, appointed in accordance with the regulations set out in Annex C.

53. Nonvoting Members. The Following shall be nonvoting members of the BoD:

- a. FASA Coordinators
- b. The Chairperson
- c. The Secretary
- d. Regular Members who have not been appointed as members of the BoD as per section 51.

54. [Advisers] In addition to the above, the following can be appointed as advisers to FASA BoD when pertinent: Chief Electoral Officer, Alumni from the University and the FASA bookkeeper and/or Adjunct to the Coordinator Committee.

55. [Duration of Terms in office] All BoD members must be Regular Members throughout their term in office. Each BoD member will sit on the BoD until the end of the academic year in which they were appointed.

56. A BoD member may not hold more than one (1) seat on the FASA BoD at



any given time.

57. [Duties and Powers of BoD] The duties and powers of BoD may only be properly exercised in the course of a duly convened meeting of the BoD. In particular, the BoD shall enact or cause the following to be done:

- a) To appoint the Chairperson and the Secretary;
- b) To ratify the appointment of Members to Committees;
- c) To hire the Chief Electoral Officer (see section 97);
- d) To approve ratify the annual budget for FASA following approval by the Members in a meeting of the Members;
- e) To jury large Special Project Grants or any special project grant awarded more than five hundred dollars (500);
- f) To approve of any operating purchases of over five thousand (\$5000) made by the FASA Coordinators;
- g) To formulate, enact, and/or ratify, policies, regulations and resolutions for FASA and for the purpose of its proper functioning, as well as for its Coordinators and Employees. Any changes made to the policies, regulations and resolutions of FASA must be announced in the next newsletter and presented to the Membership at the next General Meeting, where they may be revoked, altered, or ratified;
- h) To formulate, enact, and/or amend policies, regulations and resolutions so that FASA complies with all policies, regulations and resolutions passed in any duly convened meeting of Members, and to the results of duly conducted Referendum;
- i) Any other acts as needed which complies with these Bylaws, so long as these acts do not supersede decisions made in meetings of the Members.

58. MEETINGS OF BoD

[Frequency of Meetings] Regular meetings are to be held once a month throughout the academic year from September/October (upon formation of FASA BoD) to April. No meetings shall be held from May through August. BoD, by a two thirds (2/3) majority vote, may change the day and the week of these meetings, but cannot decrease their frequency.

59. [Emergency Meeting] Should the frequency need to be increased to



account for an emergency situation; the Chairperson may call an Emergency Meeting. For the calling of such a meeting the delay for the notice is reduced to three (3) days before the meeting is to be held. An emergency meeting can also be called by one per cent (1%) of Regular Members through a petition, three (3) BoD members, or one (1) Coordinator.

60. [Notice of Meetings] The Chairperson must provide notice of at least seven (7) days before the date of the meeting, and the notice must be sent out electronically to all BoD members for all meetings of the BoD.

61. [Contents of Notice] Notice is to include the general agenda of the meeting with the time, date and location of the meeting.

62. [AGENDA]

a. The Chairperson must receive items for inclusion on the agenda at least seven (7) days before the meeting including any and all other related documentations and motions. The Chairperson may accept motions from the floor at the start of the meeting, before the agenda is approved.

b. The agenda and pertinent documents for all regularly convened meetings must be distributed to all BoD members and the Coordinators five (5) days in advance of any such meeting.

63. [Persons entitled to attend] All Members are entitled to attend meetings.

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

65. [Minutes] The minutes from Meetings of the BoD shall be available to all Members of FASA. Copies of the Minutes shall be kept in the Fine Arts Reading Room and on the FASA website for all Members to view within five (5) days of their ratification.

66. [Procedures]

a. Procedure of all meetings of BoD shall be facilitated using a procedure agreed upon by a Simple Majority vote at the first BoD meeting of the year, taking into consideration the capacity of the Co-facilitators to use the agreed upon procedure.

b. No BoD member may vote by proxy.

67. [CHAIRPERSON]



[Appointment of the Chairperson]

- a.** The FASA General Coordinator will act as Chairperson at the first BoD meeting.
- b.** The BoD will hire any person deemed qualified to act as Chairperson for the remainder of the academic year by two thirds (2/3) majority vote, although strong preference will be given to any FASA Regular Members applying for the position. The FASA BoD shall hire a Chairperson at the first BoD meeting of the academic year. It is incumbent upon the Coordinators to post the position through all reasonable lines of communication. The Coordinator Committee shall select candidates to be interviewed by BoD. A minimum of four (4) candidates must be presented unless fewer than four (4) candidates apply.
- c.** Any person shall refuse to act as Chairperson for any meeting in which their position will present a conflict of interest. The BoD has the authority to temporarily remove the Chairperson if it is deemed that the position represents a conflict of interest in relation to any item on the meeting's agenda by two thirds (2/3) majority vote of sitting BoD members.
- d.** Should the position of the Chairperson be vacant, the BoD shall select a new Chairperson at the next duly convened BoD meeting, and will remain in the position for the rest of their term.

68. [Responsibilities of the Chairperson]

- a.** The principal function of the Chairperson is to ensure that these Bylaws are adhered to and that all FASA BoD meetings are chaired in accordance with whatever procedure has been agreed upon by simple majority within the first BoD meeting of the year. The Chairperson shall act on behalf of BoD when mandated to do so.
- b.** It is the Chairperson's duty to attend all BoD meetings except under extenuating circumstances.

69. [Removal of Chairperson] The Chairperson may be removed by a two thirds (2/3) majority vote at a duly convened BoD meeting.

70. [Restrictions to the Chairperson] The Chairperson may not vote in any FASA BoD proceedings.

71. [MOODWATCHER]

[Appointment of the Moodwatcher]



- a. The Moodwatcher will be appointed by the chairperson at the discretion of the BoD.
- b. Should the need for a Moodwatcher at a BoD meeting arise, the chair will contact a community organization such as QPIRG 7 (seven) days before a duly convened meeting, requesting that a Moodwatcher be present and active at the next BoD meeting to alleviate and manage tensions.
- c. A general callout for a Moodwatcher can also be made to the FASA membership at least 7 (seven) days prior to the duly convened meeting. If several FASA members respond with an interest in performing the duties of the Moodwatcher, the chair will select the candidate they deem the most qualified and appropriate for the situation.
- d. The Moodwatcher will be approved by a two thirds (2/3) majority vote of the BoD at the duly convened meeting to which they are called.
- e. Any person may refuse to act as Moodwatcher for any meeting in which they feel their position will present a conflict of interest. The BoD has the authority to remove the Moodwatcher if it is deemed that the position represents a conflict of interest in relation to any item on the meeting's agenda by two thirds (2/3) majority vote of sitting BoD members.
- f. The Moodwatcher will be paid \$11 per hour for their work.

72. [Responsibilities of the Moodwatcher]

- a. The principal function of the Moodwatcher is to ensure that these Bylaws are adhered to and to ensure that all FASA BoD meetings function as non-oppressive spaces.
- b. It is the Moodwatcher's duty to attend all BoD meetings to which they are called.
- c. It is the Moodwatcher's responsibility to act as a facilitator during challenging conversations, ensuring that all parties are fairly heard and understood. They are entitled to restrict speaking times for BoD members as well as encourage members to speak who have not yet spoken.

73. [Removal of Moodwatcher] The Moodwatcher may be removed by a two thirds (2/3) majority vote at a duly convened BoD meeting.

74. [Restrictions to the Moodwatcher] The Moodwatcher may not vote in any FASA BoD proceedings.



75. [SECRETARY]

[Appointment of the Secretary]

- a. The BoD will hire any Concordia Undergraduate student as a Secretary by two thirds (2/3) majority vote. The FASA BoD shall hire a Secretary at the first BoD meeting of the year. It is incumbent upon the Coordinator Committee to post the position through all reasonable lines of communication. The Coordinator Committee shall select candidates to be interviewed by BoD. A minimum of four (4) candidates must be presented unless fewer than four (4) candidates apply.
- b. The Secretary's term of employment shall run from September 1st (or from the date of hire) to April 30th.
- c. Should the position of Secretary be vacant, a new Secretary shall be hired at the next duly convened BoD meeting, and will remain in the position for the rest of their term.

76. [Responsibilities of the Secretary] The responsibilities of the Secretary shall be the recording of the minutes of the FASA BoD meetings, sending the Minutes of the Meetings of BoD to the Chairperson for distribution to all BoD members, posting of these Minutes on the FASA website, and printing these Minutes for inclusion in the FASA Books.

77. [Restrictions to the Secretary]

- a. The Coordinator Committee and FASA BoD shall not be eligible to act as Secretary, unless temporarily mandated to do so.
- b. The Secretary may not vote in any FASA BoD proceedings.

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 Associations Coordinator
- d. One (1) Student Life Coordinator
- e. One (1) External Communications Coordinator
- f. One (1) Finance Coordinator

79. [Election of the Coordinator Committee] Coordinators shall be elected at the Annual General Election of FASA, held in accordance with section 97. Each



position held by the Coordinators must be filled by a member who has been elected individually.

80. [Duration of Term] All Members holding positions on the Coordinator Committee will serve a one (1) year term beginning May 1st and ending April 30th of the subsequent year. Any Coordinator shall not exceed a one (1) year term in the same position on the FASA Coordinator Committee.

81. [Leave of Absence]

a) Any member of the Coordinators can for reasons of illness, stress, or other personal difficulty (as defined by said member of the Coordinators) can go on temporary leave of absence by sending written notice to the Chairperson to be read at the next BoD meeting or General Meeting (whichever comes first) and to be included in the upcoming newsletter.

b) During a leave of absence, the temporarily vacant position can be filled by any other Regular Member elected by a simple majority vote at a General Meeting or by a 2/3 majority vote of BoD subject to ratification at the next General Meeting.

c) Duration of leave will be left at discretion of the member of the Coordinator in question. Should the leave of absence extend beyond a period of 6 weeks, the Coordinator on leave shall be deemed to have resigned.

d) Questions of honorarium shall be left at the discretion of BoD (in accordance with Annex B) but the decision of the BoD may be modified or overturned by the membership at the next duly convened meeting of the Members.

82. [Suspension of Coordinators]

a) Any and all members of the Coordinators can be temporarily suspended within an extraordinary situation, for dereliction of duty or should the membership decide that it is in the best interests of the Alliance for another member to temporarily assume the duties of the position.

b) Such a decision must be taken by a simple majority vote of members present at an SGM duly convened for such purposes.

c) Questions of honorarium shall be left at the discretion of BoD (in accordance with Annex B) but the decision of BoD may be modified or overturned by the membership at the next duly convened meeting of the Members.

d) An SGM convened for the purpose of temporarily suspending a member of the Coordinators shall require a quorum of 2.5%.



83. [Resignation]

a) Any member of the Coordinators who wishes to resign from office may do so by sending written notice to the Chairperson to be read at the next BoD meeting or General Meeting (whichever comes first) and is to be included in the upcoming newsletter. Such resignation will be effective immediately upon reception by the Chairperson of the letter. The Chairperson will include mention of the resignation in the notice for the next BoD meeting.

b) In case of resignation, the remaining Coordinators shall send a callout to the Membership. The temporarily vacant position can then be filled by any other Regular Member elected by a simple majority vote at a General Meeting or by a 2/3 majority vote of BoD subject to ratification at the next General Meeting in accordance with section 85.

c) Questions of honorarium shall be left at the discretion of BoD (in accordance with Annex B) but the decision of BoD may be modified or overturned by the membership at the next duly convened meeting of the Members.

84. [Honorarium] Members of the Coordinator Committee are granted an honorarium for their term in office, with amount and distribution schedule approved by BoD in accordance with Annex B.

85. [Interim Coordinators] In case of resignation or removal from office of a Coordinator, a Regular Member can be nominated to act as an Interim Coordinator, by a simple majority vote of the membership within a General Meeting or a two thirds (2/3) vote of BoD members to be ratified by the membership, until such time as by-elections can be held or until the end of the term as deemed appropriate by the Membership. Elections will only be conducted if the resignation occurs prior to the winter semester (see section 98).

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.

87. [Responsibilities of the Coordinator Committee]



- a.** All Coordinators are bound to these Bylaws and any regulations or resolutions emanating from the FASA BoD, from General Meetings, from a Special General Meeting and/or the result of a duly conducted referendum that meets quorum;
- b.** Any of the Coordinators do not have the authority to remove from office any member of the FASA BoD, without consent by two thirds (2/3) majority vote by the FASA BoD;
- c.** All Coordinators must be a Regular Member throughout their term in office;
- d.** Each Coordinator shall be granted the autonomy to perform the duties incidental to their office and shall perform any further duties as may be required by the General Coordinator or determined by regulations;
- e.** All Coordinators shall be responsible for attending all FASA BoD meetings and meeting of the members except under extenuating circumstances.
- f.** All Coordinators may act as spokespersons for the Alliance as mandated by the membership, BoD or these bylaws;
- g.** It is the duty of the Coordinator Committee to attend any Ad hoc Committee created as per section 93;
- h.** The Coordinator Committee shall assure that all Members of FASA Committees fulfill their respective roles and report to BoD regularly. Individual Members will, in turn, ensure that any negligence of duty on the part of the Coordinator Committee is brought to the attention of the Committee and then, if not resolved, BoD;
- i.** All Coordinators shall also engage in any duties and shall exercise any additional authority that is granted to them by the membership or BoD. Each Coordinator shall be charged with the upholding of these Bylaws and any policy or regulation of the Alliance.
- j.** All Coordinators shall present a monthly report of their activities to BoD. At the yearend meeting of the BoD each Coordinator shall present a written concluding report to BoD, to be distributed in accordance with 62. The Finance Coordinator will present a financial report;
- k.** The Coordinator Committee shall ensure that Faso's mandates, policies and initiatives are communicated to the FASA BoD, Club, Affiliate Organizations and Regular Members.
- l.** The Coordinator Committee alongside with the Hiring Committee shall hire an Adjunct to the Coordinator Committee and/or bookkeeper and/or an accountant



to manage the financial accounts and to help prepare annual financial statements. All hiring procedures shall comply with the policies set forth in FASA's Employment Policy (Annex E).

88. [Responsibilities of the General Coordinator]

- a. Shall be the primary spokesperson of FASA;
- b. Shall implement the decisions of the FASA BoD and the meetings of the Members;
- c. Shall be responsible for the day-to-day administration of FASA and shall have the autonomy to exercise all the communications, administrative and operational tasks bestowed upon the FASA BoD between meetings. Any exercise of such autonomy must be reported at the next duly convened meeting of BoD and/or meeting of the Members (whichever comes first);
- d. Shall organize and chair weekly Coordinator meetings
- e. Shall organize meetings of the Members;
- f. Shall coordinate with the Internal Communications coordinator in order to maintain communication with associations and faculty;
- g. Shall coordinate the activities of the Coordinator Committee and work to ensure that the Coordinators meet the demands of their positions as outlined by these Bylaws.

89. [Responsibilities of the Internal Communications Coordinator]

- a. Shall be responsible for forming and maintaining liaisons between FASA and other governing bodies, associations, and organizations at both the student and faculty level;
- b. Shall keep up to date with University policies and regulations, and is responsible for communicating these policies and regulations to BoD and FASA Membership.
- c. Shall act as a liaison between the University administration and the FASA Membership.
- d. Shall be responsible for assessing and revising any policies governing FASA's operational activities, in consultation with the Coordinator Committee.



e. Shall archive and edit documents in the Book of Resolution for BoD, meetings of the Members and Coordinator meetings.

f. Shall ensure a good diffusion of information to the membership through the website and newsletter in collaboration with the External Coordinator.

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.

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

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

e. Shall work with the Internal Communications Coordinator to disseminate information to Departmental Associations, Clubs and Affiliates to promote an active student life.

91. [Responsibilities of the Student Life Coordinator]

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

b. Shall be responsible for organizing the Special Project Grants application procedure.

c. Shall be the go to person for members with academic difficulty, will act as an advocate and address academic complaints and support members in the resolution of academic conflict.

d. Shall act as the liaison between the Membership and the Conflict Resolution and Complaints Committee.

92. [Responsibilities of the External Communications Coordinator]



- a. Shall act as a liaison with the creative community of Concordia University, both within and beyond the University.
- b. Shall distribute information to the FASA Membership regarding upcoming events and other pertinent information via a biweekly (once every two weeks) electronic newsletter to all Members of FASA via the listserv.
- c. Shall maintain contact with other student associations and student groups of Quebec.
- d. Shall work with the Internal Communications Coordinator on the Newsletter and to maintain the website.

92. [Responsibilities of the Finance Coordinator]

- a. Shall be responsible for the oversight and development of policies related to Special Project Grant distribution, and for planning FASA's operational budget in accordance with the timeline of activities determined by the Coordinator Committee.
- b. Shall be responsible for overseeing bookkeeping procedures for FASA, and the preparation of yearend financial reports.
- c. Shall communicate the spending activity of FASA, and present a budget to be approved by the Membership at the first General Meeting of the Fall Semester and ratified by BoD at the first BoD meeting as well as a yearend financial report.
- d. Shall prepare a yearend financial report to be presented at the Annual General Meeting.
- e. Shall research funding opportunities for FASA, and is responsible for preparing grant and funding applications in collaboration with the FASA BoD.

93. [COMMITTEES]

[Ad hoc committees]

- a. Ad hoc Committees may be formed at a FASA BoD Meeting or a meeting of the Members in order to carry out specific tasks required for the proper functioning of the Alliance and to further FASA's objectives as set out in section 8, for example: including but not limited to an Academic Committee, Sustainability Committee, Towards Direct Democracy and a Policy Review Committee.



b. Ad hoc Committees are temporary and shall end once the task set out to be completed is fulfilled or once the academic year in which it was created has ended, unless otherwise decided as per section i) here below.

c. Each Ad hoc Committee shall be attended by at least one Coordinator; Coordinators are nonvoting members.

d. Membership is open to BoD members and Regular Members.

e. For Ad hoc committees formed at a BoD meeting voting committee members shall be appointed by BoD. For Ad hoc committees formed at a Meeting of the Members, Regular Members shall appoint the voting committee members.

f. Ad hoc committees shall determine their governance at the BoD or meeting of the Members at which they are formed.

g. Ad Hoc Committees may have regular meetings for which all Members will be given notice as per section 47e. and where the agenda for the meeting will be announced in advance.

h. The Coordinator Committee and FASA BoD may also select Advisers from outside the Undergraduate Fine Arts Department to sit on such Committees, and all such appointments must be approved by the FASA BoD by a two thirds (2/3) majority vote.

i. Ad hoc Committees may become Standing Committees if approved by a three quarters (3/4) majority vote of sitting BoD members.

94. [Standing Committees]

a. Standing Committees will carry out tasks of a specific nature for an ongoing period of time, exceeding the duration of one (1) term of office of the Coordinator Committee and BoD.

b. Standing Committee will be composed of a minimum of four (4) BoD members and any other Regular Members that wish to participate in the Committee.

95. [Conflict Resolution and Complaints Committee] Refer to the Conflict Resolution and Complaints Policy outlined in Annex D.

[ELECTIONS, BYELECTIONS AND REFERENDUMS]

96. [Quorum] Quorum for an Election, By-Electionn and referendums shall



consist of two and a half percent (2.5%) of the Regular Members.

97. [Annual General Elections]

a. The FASA Coordinators shall advertise the position of CEO through all reasonable lines of communication in September and present all qualified candidates to be interviewed by BoD at the earliest possible date.

b. The FASA BoD shall assure that a Chief Electoral Officer (CEO) is hired in order to conduct the general elections, as well as any By-Elections and Referendums. The CEO is charged with the supervision of the said plebiscites and shall report the particulars and results of such directly to the BoD at the next convened meeting of BoD. If the next duly convened meeting of BoD is less than twelve (12) days away, the CEO shall submit the report to BoD at the following duly convened meeting of BoD.

c. Each academic year Annual General Elections will be held for the Coordinator positions, and are to be held one week before the Annual General Meeting.

d. The CEO shall issue a public notice thirty (30) days prior to the opening of the polls. Such public notice shall include the positions open for election; Information pertaining to a General Meeting where nomination will be made and any related deadlines: the dates and times of the elections and location of the polls.

e. To nominate themselves for a coordinator positions, candidates must provide nomination forms with 25 signatures from the Fine Arts students at Concordia within the nominations period.

f. The campaigning period will start directly after the nomination period.. During that time, candidates must present the Membership with relevant information pertaining to their candidacy, their platform, etc. It will be followed by two (2) consecutive days of polling for a minimum of seven (7) hours each day.

g. If nominations are received for three (3) or less positions, voting will then be held by ballot during the Annual General Meeting of that year, with quorum at 2 percent (2%) of the membership.

h. There shall be at least one (1) poll for each building frequented by Fine Arts students in the downtown campus.

i. All other particulars of the Annual General Elections shall be decided upon by a two thirds (2/3) majority vote at a duly convened meeting of BoD, unless otherwise decided by a Simple Majority of Members present at a General Meeting of the Members. All decisions made in this regard shall be kept for a



reference in a document appended to these Bylaws.

j. Every Regular Member of FASA during the election period is an elector and may cast a ballot for the office of one of the Coordinators of FASA.

k. The Coordinators shall take office on May 1st, provided that the elections report has been submitted to the FASA BoD.

l. In the case that quorum is not reached, or that a position on the FASA Coordinator or BoD remains vacant, the vacant position shall be filled in accordance with section 85.

98. [By-Elections]

a. Should there be a vacancy in the Coordinator Committee due to resignation or removal either the Membership or BoD may at their discretion, call for a By-Election to fill those positions in accordance with section 85.

b. The By-Election must be held no later than one (1) month from the vacancy and shall be overseen by a Chief Electoral Officer approved by the BoD

c. A By-Election may not be held during the months of May, June, July, or August.

d. If two or less positions are vacant then a Coordinator may be appointed in a General Meeting, instead of by-elections.

e. The By-Election will be called by the CEO and shall be in accordance with section 97.

99. [Referenda]

a. Called by BoD. The FASA BoD may choose to call Referenda on questions of importance to FASA's operations. All Referenda if timing permits, shall be held concurrently with the FASA By-Elections or Annual General Elections. The calling of a Referendum shall require a two thirds (2/3) majority vote of BoD.

b. Called by Members. Referenda may also be called by a petition of two and a half percent (2.5%) of the Regular Members presented to the Chairperson of BoD. The petition must state clearly the intentions of the signatories for calling the Referendum.

c. Binding. The Referendum shall set out the question(s) to be answered by the Regular Members. Referenda will inform BoD and the Coordinator Committee on



the opinion of the Regular Members and shall be binding on BoD and the Coordinator Committee if a Simple Majority is reached.

100. [REMOVAL FROM OFFICE]

a. By Vote of BoD. Any and all elected Members of the Coordinators, BoD, and Club Representatives may be removed from office by a vote of two thirds (2/3) majority of sitting BoD members for misappropriation of funds, dereliction of duties violation of these bylaws or any of the regulations adopted there under. The notice shall indicate the alleged cause(s) for the recall, including the specifics of the charge(s), and the date, time and place of the meeting of the BoD where the issue will be decided. Any decision reached by BoD must be ratified at the next General Meeting by the Membership. In case of removal of Coordinator(s), such information is to be included in the next newsletter.

b. By Special General Meeting. Any Members of the BoD or Coordinator Committee may be removed from office by a simple majority vote at a Special General Meeting duly convened for this purpose. Any petition calling an SGM for the purpose of removal from office, as well as notice of such an SGM, shall indicate the alleged cause(s) for removal, including the specifics of the charge(s), and the date, time and place of the meeting. Quorum for such meetings shall be 5% of Regular Members. In case of removal of Coordinator(s), such information is to be included in the next newsletter. Interim Coordinator(s) can be designated by the Membership in accordance with section 85.

101. [By Reason of Absence]

a. In the event that a BoD member is not present for two (2) scheduled regular meetings of BoD, without sending written regrets outlining the reasons they are unable to attend at least two (2) days prior to the meeting, the said BoD member shall forfeit its seat on BoD for the remainder of the academic year.

b. In exceptional circumstances, a BoD member may be granted a reprieve by a two thirds (2/3) majority vote of BoD at a duly convened meeting. The BoD member may not vote on their own request for a reprieve, but if present, is deemed to have abstained.

102. [Removal of Employees from Office]

Coordinators may remove from office any employee hired by the FASA Coordinator Committee for misappropriation of funds, dereliction of duties, violation of these bylaws or any of the regulations adopted there under, with the exception of the Chief Electoral Officer and the Chair whose removal from office must be approved by a two thirds (2/3) majority vote by BoD. All proceedings



comply with the Employment Policy (Annex E) and must be reported to BoD at the next duly convened meeting.



SECTION 5 : LEGAL AND FINANCIAL AUTHORITY

103. [BANKING AND BORROWING ARRANGEMENTS]

The banking business of the Alliance including, without limitation, the borrowing of money and the trust giving of security therefore, shall be transacted with such banks, trust companies or other bodies corporate or organizations and under such agreements, instructions and delegations of powers as BoD determines from time to time. Without limiting the borrowing powers of the Alliance, BoD may from time to time:

- a)** Borrow money upon the credit of the Alliance;
- b)** Issue debentures or other securities of the Alliance, and pledge or sell the same for such sums and at such price as may be deemed expedient;
- c)** Hypothecate the property or otherwise encumber the movable property of the Alliance;
- d)** Notwithstanding the provisions of the Civil Code of Quebec, grant an hypothec, even a floating hypothec, on a universality of property, movable or immovable, present or future, corporeal or incorporeal of the Alliance, the whole in accordance with article 34 of An Act respecting the Special powers of legal persons (R.S.O., c. P16)
- e)** Delegate the powers herein to one or more directors or officers of the Alliance.

104. [SIGNING AUTHORITY]

[Signing Officers]

- a.** The General Coordinator, Student Life Coordinator, one other FASA Coordinator (excluding Finance), and the Adjunct to the Coordinator Committee and/or Bookkeeper shall be FASA's signing officers.
- b.** Contracts, documents or instruments in writing requiring the signature of FASA may be signed by two (2) of the four (4) signing officers of FASA and all contracts, documents or instruments in writing so signed shall bind the corporation without the necessity of any other authorization or formality.
- c.** All proposed purchases of five hundred dollars (\$500) or more must be approved by two (2) signing officers. Any purchases over five thousand dollars (\$5000) must be approved at a meeting of the BoD.

105. [FINANCIAL POLICY] All regulations governing financial conduct of the



Alliance shall be decided upon by a two thirds (2/3) majority vote at a duly convened meeting of BoD. All decisions made in this regard shall be kept for reference in the Financial Policy (Annex A).

106. [Financial Statements] The Adjunct to the Coordinator Committee and/or bookkeeper hired by the FASA Hiring Committee shall prepare yearly Financial Statements to be available to all Members for viewing. These Financial Statements are to be prepared at the end of FASA's fiscal year and prior to the Finance Coordinator's end of term.

107. [Fiscal Year] The fiscal year of FASA shall terminate on May 31st of each year. The Financial Statements of the affairs of FASA for the presentation to the Members at the Annual General Meeting shall be made up to that date.

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.

109. [AMENDMENTS TO BYLAWS AND ANNEXES]

The changes can be proposed by any Regular Members in a General Meeting, by any BoD member or Coordinator from the Coordinator Committee or through a Referendum.

a. By Members: The proposed changes will be discussed in a General Meeting called for that purpose, and will be in force only after they have been approved by a two third majority vote. Ten (10) days prior to the meeting of the Members, the Members should receive the document with the changes electronically and a rationale explaining the overall changes.

b. The proposed changes will be set forth in a document and sent out electronically to all BoD members ten (10) days before the next duly convened BoD meeting. During the BoD meeting the changes must be approved by three quarters (3/4) of BoD members. The changes approved by BoD will be in force only after a Simple Majority of Members voting in an Annual General Meeting or a General Meeting has confirmed them. Ten (10) days prior to the meeting of the Members, the Members should receive the document with the changes



electronically.

