



FASA Club Training

2018 - -2019

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ABOUT FASA

The Fine Arts Student Alliance is an accredited student association, which includes membership of all students enrolled in a Major, Minor or Specialization within the Fine Arts Faculty. FASA is funded through a per credit fee levy collected from the membership, this money goes back to the membership through channels such as providing grants, funding and facilitating clubs, and many other events and services. We are interested in helping Fine Arts students make the most of the resources and the community in the Fine Arts, and are interested in ideas to improve the student experience. As Coordinators, we deal with the red tape of running your organization, such as raising awareness and making sure everything runs smoothly

There are five coordinators running and facilitating the desires of the members; The General Coordinator, Clubs and Service Coordinator, Outreach Coordinator, Finance Coordinator and Student Life Coordinator. Whenever possible, decisions are made at General Meetings, but when that is not possible they are done at the FASA Board of Director Meetings. The Board is comprised of members from each of the different Faculties within the Fine Arts.

OFFICE ADDRESS

Concordia University
Fine Arts Student Alliance
Office VA 211
1395 Rene-Levesque Blvd. W. (Montreal, QC, H3G 2M5)
EMAILS

General Coordinator: fasa@concordia.ca

Clubs and Services Coordinator: fasaclubs@gmail.com

Student Life/Orientation Coordinator: fasa.studentlife@gmail.com

Outreach Coordinator: fasa.outreach@gmail.com

Office Coordinator: office.fasa@gmail.com

OFFICE HOURS 2018 - 2019

Our office is located in room 211 of Concordia's Visual Arts (VA) building. Our open office hours for the Fall semester are:

Monday: 9:30 – 12:30, 13:30 – 16:00

Tuesday: 10:00 – 17:00

Wednesday: 14:00 – 18:00

Thursday: 12:00 – 17:00

Friday: 8:30 – 14:30

Thank you for accommodating our student schedules! You may schedule an appointment with a coordinator outside of our open office hours by contacting office.fasa@gmail.com

Please leave documents for FASA in our mailbox in room VA 239 (do not slide under the office door).

AFFILIATES

Affiliate Organizations levy their fees independently from FASA or have procured space with the University independent of FASA. Affiliates are considered to represent all students as their mandates are fairly broad, and they each have a representative on the FASA Board of Directors.

The Fine Arts Affiliates are:

- Art Matters
- Concordia Undergraduate Journal of Art History
- V.A.V Gallery
- Fine Arts Reading Room

TYPES OF MEETINGS

AGM – Annual General Meeting (Mandatory)

AGM's are held once during the University's academic year, and must take place prior to the University's last scheduled day of classes of the winter semester. Clubs and Affiliates must attend these meetings in full.

GM -- General Meeting (Mandatory)

GM's are at least twice a year. At the beginning of each semester, these meetings are for all members of an organization. Clubs must attend these meetings, and present a brief report to the members about their clubs. The General Meetings determines the general orientations and principles of the Alliance, both administrative and political. At the first GM of the year the budget is presents and must be approved. It is also the place for students to find out what you will be doing for your mandate.

SGM – Special General Meetings

SGM's are called for a specific purpose that can't be addressed in a General Meeting. Quorum for these meetings are much higher, as they topics of discussions can at times be more serious.

BOARD OF DIRECTORS (BoD)

Like FASA, each of your clubs will have a Board, or some sort of body that organizes the direction of your club.

A board is put in place to keep the coordinators accountable, but also to formulate, enact, and ratify policies for organizations. They are the ones that will go through documents presented by the Coordinators, and vet them to make sure that everything makes sense and would flow smoothly.

It is at the FASA Board of Directors meetings that the Club reports will be emailed to. It is mandatory for your clubs to send in the reports by the following dates. **Failure to send reports will result in a \$100 deduction from your budget.**

Your attendance is not mandatory for these meetings, but your presence is always welcomed!

- October 29.
- November 26.
- December 4th - End Semester Report.
- January 28.
- February 25.
- March 25.

- April 2nd - End of Year Report.

BASIC REPORTS

Each club is required to hand in monthly reports about what was accomplished in that month. These reports do not have to be long.

Example.

The Club Students for Art had a very productive month. We hosted two grant writing workshops where students had the opportunity to listen to esteemed artists on how to properly write a grant; the difference between a project statement and a project proposal. We also had a fundraising event where we managed to sell student work. Students received 75% of the profit (\$3620.25) and the club kept 25% for future events (\$1206.75). We also had our first callout for artists. We are in the process of creating a student publication featuring works from a diverse range of students. More to come!

A longer more in-depth report will be due at the end of each semester (December 4th and April 2nd)

If you miss handing in a report you will not be able to get reimbursed until the report has been handed in.

END SEMESTER AND END OF YEAR REPORTS

The following must be included in the report.

Administrative Issues

This section is for anything that has to do with the executive structure of your club. Did you bring in any new executives this semester/year. Did you have a change in membership? Did your executive dwindle down to one person? Did you change your constitution? Did you smash your printer against the wall because it was giving you so much grief?

Event Summary

Walk us through your process, if possible. What did you do this year? What was the attendance like at your events? What could have improved your events? Where did you hold your events? Who are the people that you contacted?

Budget

If you have an original budget that you submitted with your club application and new budget, do some comparative analysis and write a paragraph about how well you stayed on task, how you strayed away, suggestions for the future etc. We absolutely need to see your finalized

budget at the AGM. If you get funding from other places, tell us!

Strategic Plan

Where do you see the club going in the future? How did you picture it expanding? How can you get more students involved and increase your participation at events? How do you hold each other accountable? What would make your club run smoother in the future?

Please feel free to include any other information that you deem relevant. Your report should be a minimum of two pages. Not including the budget.

CLUB CONTACTS

- DSA: danceconcordia@gmail.com
- InARTE Journal: inarte.journal@gmail.com
- CPC: concordiaphotography@gmail.com
- DASA: thedasaemail@gmail.com
- YIARA: info@yiamagazine.com
- Interfold: info@interfoldmagazine.com
- CCSA: ccsaceramics@gmail.com
- FSA: fsa.concordia@gmail.com
- CAST: writetocast@gmail.com
- Animate: fman.club@gmail.com
- CESSA: cessa.concordia@gmail.com
- SCC: scc.concordia@gmail.com
- AUS: asso.undergrad.sculpture@gmail.com
- MUSC: music.undergrads.concordia@gmail.com
- IMCA: imcasc.club@gmail.com

ROOM BOOKINGS

Room Bookings

Fine Arts -- FABOOK@algol.concordia.ca

Hospitality -- hospitality.booking@concordia.ca

Office Coordinator (Jordan)– officefasa@gmail.com

The majority of the places that you will most likely be booking are fine art spaces. All the requests are sent to that email, but they will most likely respond to you on a different one.

You must let us know two days in advance that you want to book a space. This is because we need to give the booking services permission to use our AG code. The AG code is so that the university can take funds directly out of our account. They will then link you to an online form to fill out, or you can just go to the online form if you are experienced ;) <https://www.concordia.ca/finearts/facilities/room-bookings/event-space-request-form.html>

Fine Art spaces are typically free, unless they state otherwise. Spaces used through hospitality will cost your club money. You will have to email Hospitality before booking, because they might want to meet with one of your club officials before hand. They will also create a my events portal in your myconcordia to book online.

When you book spaces, they will typically be empty. You will need to call 514-848-2424 ext 2400

USEFUL POLICIES AND PROCEDURES

FASA meetings, including meetings of the Members and BoD meetings, run in accordance to Roberts Rules of Order. This is a guide for facilitating discussion and group decision making while helping meetings run effectively and concisely. For reference visit robertsrules.org

All Clubs must adhere to the guidelines set out in the FASA By-Laws and Annexes. These documents are posted for reference at <http://fasaconcordia.com/resources/> For questions regarding any of these policies, please contact any of the FASA Coordinators, and these issues may be brought to the BoD or Meeting of the Members.

On campus activities must comply to University policies, many of which are relevant to the running of Clubs and Community Projects. These include the poster policy (SG-1), policy on distribution of publications on campus (SG-3), and sale of food and beverages (VPS-7). All university policies are available online for reference: concordia.ca/about/policies/sector.html. You are also welcome to stop by the FASA office and meet with a Coordinator to discuss any issue that may arise.

