

FASA Club Training Manual

2019 - 2020

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IMPORTANT DATES

CLUBS FAIR

November 7th, 2019

REPORT DEADLINES

OCTOBER REPORT

October 31st, 2019

NOVEMBER REPORT

November 29th, 2019

END OF SEMESTER REPORT

December 3rd, 2019

JANUARY REPORT

January 31st, 2020

FEBRUARY REPORT

February 28th, 2020

MARCH REPORT

March 27th, 2020

END OF YEAR REPORT

April 3rd, 2020

INFORMATION

Office Address

Concordia University
Fine Arts Students Alliance
Office VA-211
1395 Rene-Leveque Blvd. West
Montreal, QC H3G 2M5

Office Hours

M 11 - 1 pm
T 10 - 1 pm, 3 - 8 pm
W 10 - 6 pm
H 11 - 3 pm, 6 - 8 pm

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

Coordinators

Office Coordinator
Sue Callender
office.fasa@gmail.com

General Coordinator
Adia Parris
fasa@concordia.ca

Clubs and Services Coordinator
Elsa Donovan
fasaclubs@gmail.com

Student Life Coordinator
Daisy Duncan
fasa.studentlife@gmail.com

Outreach Coordinator
Katherine Parthimos
fasa.outreach@gmail.com

Finance Coordinator
Clara Micheau
fasafina@gmail.com

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

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. FASA is interested in helping Fine Arts students make the most of the resources and the community in the Fine Arts department, and is always looking for new ideas for how to improve the student experience.

As FASA Coordinators, we deal with the red tape when it comes to running your club. We act as the intermediary between your associations and the Concordia administration. We are here to make the process run as smoothly as possible.

There are six coordinators running and facilitating the desires of the members; the Office Coordinator, 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.

AFFILIATES

Affiliate organizations levy their fees independently of 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 (CUJAH)

VAV Gallery

Fine Arts Reading Room (FARR)

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 presented and must be approved.

SGM - Special General Meeting

SGM's are called for a specific purpose that cannot be addressed in a General Meeting. Quorum for these meetings are much higher, due to the topics of discussions for these meetings which tend to be more serious and urgent.

BOARD OF DIRECTORS

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.

The club monthly reports will be emailed to the FASA Board of Directors. It is mandatory for clubs to send in the reports by the dates listed below. Failure to send reports in by these dates will result in a \$100 deduction from your club's budget.

Club attendance is not mandatory for BoD meetings, however your presence is always welcome!

Monthly Club Report Dates:

October 31st
November 29th
December 3rd (End of Semester)

January 31st
February 28th
March 27th
April 3rd (End of Year)

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 OF SEMESTER/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 team dwindle down to one person? Did you change your constitution? Did you smash your printer against the wall because it was giving you too 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 your budget changed from the original budget you submitted with your application, do some comparative analysis and write a paragraph about how well you stayed on task, how you strayed, suggestions for the future etc. We will absolutely need to see your club's finalized budget at the AGM. If you get funding from other places, please let us know!

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.

FINANCIAL INFORMATION

AKA HOW TO USE YOUR CLUB MONEY

There are 3 ways to pay with your club funds! The 3 ways are via Honorariums, Invoices, and Receipts. Financial forms are due when the End of Semester Reports (for the Fall) and the End of Year Reports (for the Winter) are due. For more in-depth information about Club finances you can always consult the [Club Financial Guide](#).

Honorarium

With an honorarium you are never paying out of pocket. Instead you will request for the payment to be made directly through Concordia's Payroll process (through FASA) to the person you wish to pay.

Honorariums are the best way to go about paying a person for a **service**.

Examples include: hiring a DJ, commissioning an artwork, hiring a graphic designer, etc.

The honorarium is paid through Concordia's Payroll process. Concordia only pays honorarium via direct deposit so in order to pay the individual you will need the person's direct deposit information (ie a void cheque), as well as their SIN.

Once you have this information you can fill out the [Honorarium Form](#). Once filled, print the form out and have your club's financial officer sign the back of the form. Then deposit the form at the FASA office or mailbox.

Invoice

An invoice is another way to avoid paying upfront. Request an invoice from a company/organization in order to have FASA pay them (from your Club's budget) for **goods** or **services**.

Always check the invoice when you receive it! Make sure that includes:

- Registered business tax numbers
- Contact information for the business
- An address to Concordia University, FASA (or your Club's name)
- Correct amount owed

Then you can fill out the [Invoice Form](#). Once filled, print the form out. Have your club's financial officer sign the back of the invoice. Then deposit the form and invoice at the FASA office or mailbox.

FASA will then process the payment and the company/organization will receive a cheque directly from Concordia University.

Receipt

To pay for **goods**, your Club can always pay up front and bring in the receipts to be reimbursed by FASA.

Only original receipts (no copies allowed!) as well as screenshots of credit/debit card proof of purchase will be accepted.

Gather your receipts and/or proof of purchases and staple them to a blank 8.5 x 11 inch paper.

Then fill out the [Receipt Reimbursement Form](#). Once filled, print the form out and have your club's financial officer sign the back of each and every receipt or proof of purchase. Then deposit the form along with the receipts at the FASA office or mailbox.

FASA will create a cheque and email the payee once it is ready for pick-up.

ROOM BOOKINGS

Fine Arts Spaces

EV-1.490 Fofa Gallery Marble Table
EV Sculpture Garden (Outdoor - Next to FOFA Gallery)
EV-1.605 Amphitheatre (includes access to projection booth EV-1.603)
EV-1.615 Amphitheatre (includes access to projection booth EV-1.613)
EV-2.789 Student Common Area
EV-8.775 Student Common Area
MB-7.191 Student Common Area
MB-7.201 Student Common Area
MB-7.283 Student Common Area
Oscar Peterson Recording Studio
VA-199-20 Lobby
VA-199-20 Lobby (Exhibition Walls)
VA-217 Student Common Room
VA-234 Classroom
VA-243 Meeting Room
VA-245 Meeting Room
VA-323 Amphitheatre

The majority of the places that you will most likely be booking are fine art spaces. Fine Art spaces are typically free, unless they state otherwise. To book a fine arts space please visit this link and submit the online form:

<https://www.concordia.ca/finearts/facilities/room-bookings/event-space-request-form.html>

As of 2019, a budget code is not needed for clubs to reserve Fine Arts spaces. When prompted for the budget code please enter either **000000** or **TBC123**.

You will receive an email confirmation when your room has been reserved.

When you book a space it will typically be empty. You will need to make a request for chairs and tables from Concordia Facilities Management. This is a free service for Concordia students and staff. To make a request call 514-848-2424 ext 2400 or email them at call2400@concordia.ca.

Hospitality Concordia Spaces

List of available spaces:

<https://www.concordia.ca/content/dam/concordia/services/event-planning/docs/Concordia-DSA-List.pdf>

Use this list to see which spaces are managed by Hospitality Concordia, if the space is managed neither by Hospitality Concordia or the Fine Arts department, please email the person in charge of the space directly.

Spaces booked through Hospitality Concordia will cost your club money. You will have to email Hospitality Concordia before booking, because they might want to meet with one of your club officials beforehand.

If you have any further questions about booking through Hospitality, you can contact them at hospitality.booking@concordia.ca.

When you book a space it will typically be empty. You will need to make a request for chairs and tables from Concordia Facilities Management. This is a free service for Concordia students and staff. To make a request call 514-848-2424 ext 2400 or email them at call2400@concordia.ca.

CLUB CONTACTS

Concordia Ceramic Student Association (CCSA)
ccsaceramics@gmail.com

Yiara Magazine
info@yiamagazine.com

Concordia Photography Collective
concordiaphotography@gmail.com

Queer Print Club
queerprintclub@gmail.com

InARTE
inarte.journal@gmail.com

Music Undergraduate Student Association (MUSA)
music.undergrads.concordia@gmail.com

Concordia Association of Students in Theatre (CAST)
writetocast@gmail.com

IMCA RAYDEE OH
imcaraydeeh@gmail.com

Animate Concordia
fman.club@gmail.com

Fibres Student Association
fsa.concordia@gmail.com

ARTX Collective
concordiaartx@gmail.com

IMCA Club
imcasc@gmail.com

Design Art Student Association (DASA)
thedasaemail@gmail.com

Dance Student Association (DSA)
danceconcordia@gmail.com

Interfold Magazine
info@interfoldmagazine.com

Painting and Drawing Student Association (PDSA)
paintingdrawingconcordia@gmail.com

Concordia Electroacoustic Studies Student Association
cessa.concordia@gmail.com

Film Production Student Association (FPSA)
concordiafilmprod@gmail.com

Association of Undergraduates in Sculpture (AUS)
asso.undergrad.sculpture@gmail.com

USEFUL POLICIES AND PROCEDURES

FASA and BoD meetings run in accordance to Roberts Rules of Order. These rules are 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. These issues may as well be brought to the BoD or any General Meeting.

On campus activities must comply with Concordia 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:

<http://www.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!