

FASA BYLAWS

The Fine Arts Student Alliance (FASA) / Alliance des Étudiants et Étudiantes en Beaux-Arts (AEBA) Concordia University

SECTION 1 - THE FINE ARTS STUDENT ALLIANCE	2
Framework and Mandate	2
Application of Bylaws	3
Governing Documents and Transparency	4
SECTION 2 - MEMBERS	4
Member Status	4
Member Rights and Responsibilities	5
Meetings of the Members	6
SECTION 3 - BOARD OF DIRECTORS (BoD)	7
BoD Appointment, Duties and Powers	7
Meetings of BoD	9
SECTION 5 - COORDINATORS	10
SECTION 4 - OTHER POSITIONS	13
Chairperson	13
Minute-taker	13
Moodwatcher	14
Chief Electoral Officer (CEO)	14
SECTION 6 - ELECTIONS	15
Annual General Elections	15
SECTION 8 - LEGAL AND FINANCIAL AUTHORITY	16
Name and Logo	16
Establishment	16
Applicable Legislation	16
Signing Authority	17
Financial Authority	17
SECTION 9 - DEFINITIONS	18

Link to 2019/20 Bylaws:

https://drive.google.com/file/d/1ZRXIXOMTV-MkXxl_qIE6rF692YQuhydd/view

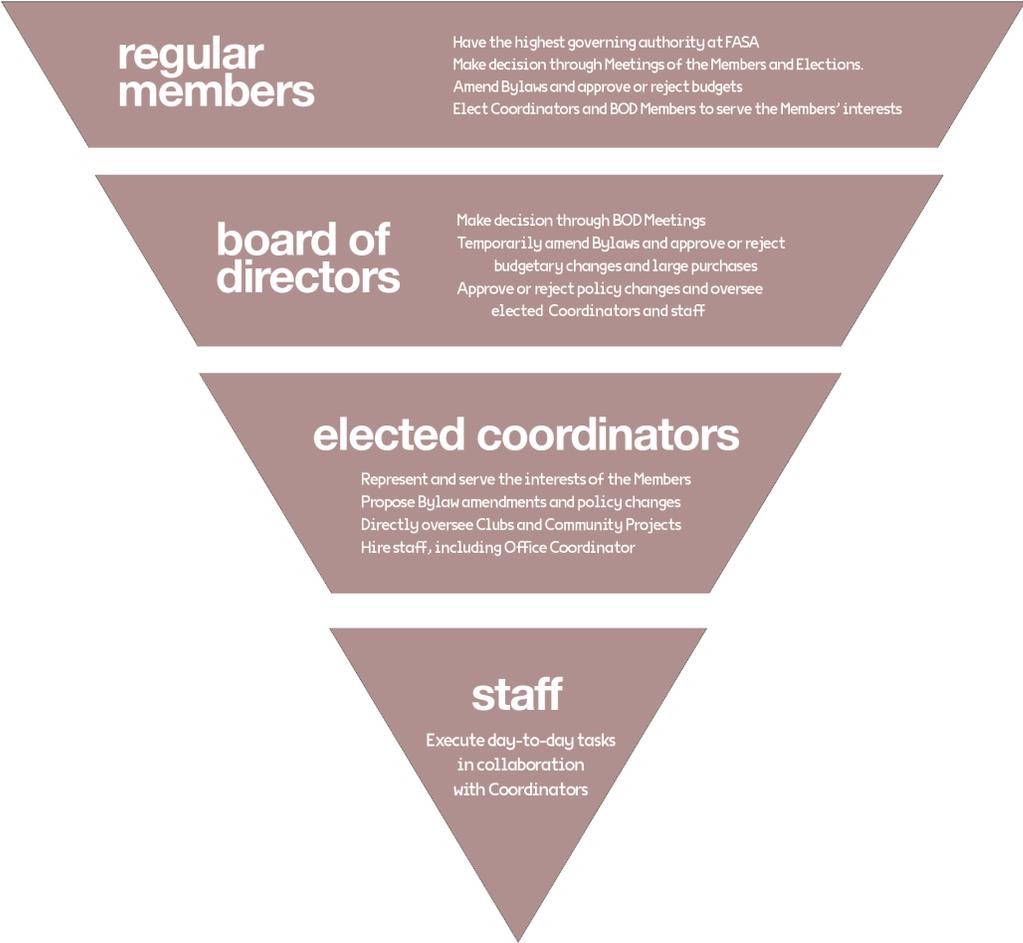
The 2019/20 Bylaws contained significant issues including that they were too long, convoluted, full of jargon and legalise, and did not accurately represent FASA's day-to-day practices. The **NEW FASA Bylaws 2020/21** are such a significant departure from this previous version that the FASA Coordinators have decided not to individually list the changes made between the two versions, but instead to provide the previous version as a reference point.

The question for the FASA Board of Directors will be simply if they are comfortable with the NEW FASA Bylaws 2020/21, regardless of the previous version.

SECTION 1 - THE FINE ARTS STUDENT ALLIANCE

Framework and Mandate

- 1. **[Direct Democracy]** FASA operates within a framework of Direct Democracy, which refers to a non-hierarchical decision making process, a commitment to the principle of workers' self-management (autogestion). In the context of FASA, direct democracy means that power resides in the hands of the Members and that the Meetings of the Members are 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 Coordinators, are accountable to the Members and are bound by mandates decided upon during Meetings of the Members.



2. **[Anti-Oppression]** 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, class, language, religion, 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. Therefore FASA chooses to operate within a framework of anti-oppression.
3. **[Mandate]** The Purpose of FASA will be:
 - 3.1. To act as the accredited representative organization of all undergraduate Fine Arts students within and beyond the University;
 - 3.2. To encourage the educational, social, artistic, recreational and political interests of the undergraduate Fine Arts students within and beyond the University;
 - 3.3. To support activities and provide services which enhance the quality of life for undergraduate Fine Arts students;
 - 3.4. To promote the quality and accessibility of education for undergraduate Fine Arts students and for those *who have been systematically excluded from the post-secondary education system*;
 - 3.5. To administer Clubs and Community Projects;
 - 3.6. To support Affiliates that fall under the Fine Arts Faculty;
 - 3.7. To appoint undergraduate Fine Arts student representatives on the Fine Arts Faculty Council, and any other relevant boards, councils or committees;
 - 3.8. To exercise supervision to ensure that the activities of faculty and administration are conducted in the best interests of FASA and its Members;
 - 3.9. To facilitate academic, political and social communication between all undergraduate Fine Arts students, the Concordia Student Union (CSU) and the University administration;
 - 3.10. To cooperate with other organizations that promote student activities and interests, in particular those that operate within a framework of anti-oppression;

- 3.11. To purchase, lease or otherwise acquire property for the purposes described above;

Application of Bylaws

4. **[Authority of Bylaws]** All Clubs, Community Projects, and Affiliates shall adhere to these Bylaws. In the event of a conflict between any of their governing documents and these Bylaws, these Bylaws take precedence. All decisions made by FASA's BoD, Coordinators, Staff, and Club Executives must be in accordance with these Bylaws.
5. **[Amendments to Bylaws]** Amendments (or changes) to these Bylaws can be proposed by any Regular Member, BoD member or Coordinator.
 - 5.1. Amendments must be approved by a two-thirds ($\frac{2}{3}$) Majority vote in a Meeting of the Members or through a Referendum.
 - 5.2. Amendments can be temporarily approved by a three-quarters ($\frac{3}{4}$) Majority vote in a meeting of the BoD, pending approval at a Meeting of the Members.

Governing Documents and Transparency

6. **[Governing Documents]** FASA must keep an accessible, up to date copy of the following documents on the FASA website;
 - 6.1. Any Declaration deposited in the Registraire des Entreprises du Québec (REQ);
 - 6.2. The Constituting Act of FASA;
 - 6.3. The Bylaws of FASA and any amendments thereto;
 - 6.4. The minutes of the Meetings of the Members and of the BoD;
 - 6.5. The Book of Resolutions (a record of all mandates and positions taken by FASA);
 - 6.6. The Financial Statements;
 - 6.7. A register of hypothecs or mortgages.
7. **[Access to Governing Documents]** The Members, the creditors, and their representatives may access the documents referred to in section 17 above and the minutes of the meetings of the Coordinators or any committee of the BoD.

8. **[Transparency]** Information regarding the management of the business and affairs of FASA may be disclosed to any Member of FASA, 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.

SECTION 2 - MEMBERS

Member Status

9. **[Fee Levy]** All Regular Members of FASA shall pay a fee to FASA upon registration with the University. FASA's fee levy shall be approved by the Members through a referendum question at the Annual General Elections (see sections 98-100).
10. **[Regular Members]** Regular Members of FASA includes all undergraduate students currently registered in a specialization, major, or minor within a program of study in the Fine Arts Faculty at Concordia University.
11. **[Non-voting Members]** Non-voting Members include all students who are registered in a course within the Fine Arts Faculty but are not registered in a program of study within the Fine Arts Faculty. Non-voting Membership can also be granted with the approval of the Members or of the BoD.
12. **[Voluntary Withdrawal of Members]** As the accredited student organization representing Fine Arts students at Concordia University, FASA has a legal right to charge these students a fee levy. However, if a Member would like to withdraw their Membership and have their FASA fees returned, they can request to do so by emailing the Office Coordinator within the first two weeks of the semester in question. Withdrawals will be considered on a semesterly basis by the BoD.

Member Rights and Responsibilities

13. **[Meetings]** Every FASA Member has the responsibility of attending Meetings of the Members.
14. **[Bylaws]** Every FASA Member has the responsibility of reading and abiding by these Bylaws.
15. **[Presentation of Claims to the Complaints Committee]** All FASA Members have the right to present complaints and appeals before the FASA Complaints Committee.
16. **[Candidacy in Elections]** All Regular Members have the right to be

candidates for a single coordinator position within an election or BoD seat at the General Meeting.

17. **[Voting Rights]** All Regular Members have the right to vote in all Meetings of the Members and in all elections. Each Regular Member shall be entitled to one (1) single vote at meetings of the Members or elections. A Regular Member may not be represented by another. Proxy votes cannot be counted.
18. **[Power of Appointment to Office]** The Members have the power to approve the appointments of BoD members, the Chairperson, Minute-taker, Moodwatcher, Chief Electoral Officer (see sections 67-76), and Interim Coordinators, in the case of a Coordinator's resignation, leave of absence or removal from office.
19. **[Power of Removal From Office]** Any elected Coordinator or BoD Member may be removed from office by a two-thirds (2/3) majority vote at a Special General Meeting duly convened for this purpose for misappropriation of funds, dereliction of duties, violation of these Bylaws. 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) or any recommendations from the Complaints Committee.

Meetings of the Members

20. **[Approval by the Members]** A decision is considered to be approved by the Members if it receives a Simple Majority in a vote taken at a Meeting of the Members or in an Election, unless otherwise stated in these Bylaws.
21. **[GENERAL MEETINGS]** The General Meeting will be held once annually in late September or early October. The purpose of this meeting is to elect the Board of Directors, appoint Clubs, approve or reject Bylaws changes, and approve or reject the budget for the current year. The Coordinators shall present their Action Plans and the previous year's financial statement.
22. **[ANNUAL GENERAL MEETINGS (AGM)]** FASA's Annual General Meeting shall be held once annually prior to the University's last scheduled day of classes for the winter semester. The AGM is held in order to examine and approve financial statements, deliver the year-end report of Clubs, Community Projects, and Coordinators, approve or reject Bylaws changes, and discuss any other relevant matters.
23. **[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 BoD, or by a petition signed by two and a half percent (2.5%) of the Regular Members. Calls for an SGM must be submitted to the Chairperson and must state the purpose of the meeting, any motions that are planned to be discussed or submitted to a vote. Upon receipt of such a request, it shall be incumbent upon the Chairperson to call a meeting within 7 days, giving at least 7 days notice. If the meeting is not promptly called, any petitioner, BoD member or Coordinator may call the meeting.

24. **[INFORMATIONAL GENERAL MEETINGS (IGM)]** Informational General Meetings shall take place to inform the Members about particular situations, as deemed necessary by the Coordinators or by approval of the Members or the BoD. No voting on decisions shall take place at the meeting.
25. **[QUORUMS FOR MEETINGS]** Quorums for Meetings of the Members varies depending on the type of meeting.
 - 25.1. There will be no required Quorum for Informational General Meetings (IGM).
 - 25.2. Quorum for General Meetings (GM) and Annual General Meetings (AGM) shall consist of one percent (1%) of the Regular Members.
 - 25.3. Quorum for Special General Meetings shall consist of two-point-five percent (2.5%) of the Regular Members.
 - 25.4. The following votes shall have a quorum of five per cent 5%: Strike and Removal from Office.
26. **[PROCEDURES]**
 - 26.1. **[Notice of Meeting]** The notice of any meeting of the Members shall be publicized at least seven (7) days before the date of the meeting through the FASA newsletter.
 - 26.2. **[Contents of the Notice]** Notice of any meeting of the Members should include the agenda, including any items to be voted on, and the place, date, and time of the meeting.
 - 26.3. **[Rules of Order]** Meetings shall be facilitated using the rules of order agreed upon by a Simple Majority vote at the beginning of every meeting.
 - 26.4. **[Speaking]** All Members are entitled to speak at any meeting, as is anyone else invited by the Chairperson of the meeting or approved by the Members.
 - 26.5. **[Voting and Motions]** All Regular Members are entitled to motioning. Motions

shall be decided by a show of hands, unless a ballot vote is requested by any Member and/or deemed appropriate by the Chairperson. The Chairperson may not deny a ballot vote if a Simple Majority of the Regular Members request it.

26.6. [Ballot Vote] A ballot vote shall take precedence over a vote by a show of hands. For a ballot vote, the Chairperson shall provide each Regular Member with a ballot with which to cast their vote. The Chairperson shall appoint a teller to count all votes and record all votes. Each Regular Member shall deliver to the Teller their ballot. The number of favourable votes, unfavourable votes, and abstentions shall be recorded in the meeting minutes.

26.7. [Chairperson, Minute-taker and Moodwatcher] Should any be absent, the Regular Members shall designate any person to act as Chairperson, Moodwatcher, or Minute-taker during a meeting (see section 67-76).

SECTION 3 - BOARD OF DIRECTORS (BoD)

BoD Appointment, Duties and Powers

27. [Appointment of the Bod]. The following will be voting Members of BoD approved at the GM:

27.1. Up to one (1) appointed representative of each Affiliate;

27.2. Up to nine (9) Regular Members representing a diversity of Fine Arts Departments;

27.3. No less than nine (9) and no more than thirteen (13) BoD Members must be appointed at any given time;

27.4. In the event that an appointed BoD Member does not attend two (2) BoD meetings without notice (except if granted reprieve two-thirds (2/3) majority vote of BoD), resigns, or is removed, another Member will be appointed to replace them at the next BoD Meeting or Meeting of the Members.

28. [Duration of Terms in Office] Each BoD member will sit on the BoD until the GM of the following academic year.

29. [Duties of the BoD] The duties of the BoD shall be:

29.1. To appoint a Chairperson, Minute-taker, Moodwatcher (as necessary), Chief Electoral Officer (CEO), and any Interim Coordinators (as necessary).

29.2. To approve or reject any changes to the annual budget following its

approval by the Members in the GM;

- 29.3. To approve of any purchases of over five thousand dollars (\$5,000);
 - 29.4. To jury Special Project Grants, particularly those awarded more than seven hundred dollars (\$700);
 - 29.5. To approve or reject any proposed policies or changes to existing policies governing FASA's internal operations;
 - 29.6. To approve or reject any proposed policies or changes to existing policies governing the relations between FASA and its Affiliates, Community Projects, and Clubs;
 - 29.7. To temporarily approve or reject any amendments to these Bylaws, pending approval at the next Meeting of the Members;
 - 29.8. Any other acts as needed which comply with these Bylaws, so long as these acts do not supersede decisions made in Meetings of the Members.
30. **[Integrity of the BoD]** Board members shall act equitably, prudently, diligently, honestly, and faithfully in the best interests of FASA and they shall avoid placing themselves in a position of conflict of interest between their own personal interests and that of FASA.
31. **[Power of Appointment to Office]** The BoD has the power to approve the appointment of the Chairperson, Secretary, Moodwatcher and CEO (see sections 67-76). The BoD also has the power to approve the appointment of Interim Coordinators, in the case of a Coordinator's resignation, leave of absence or removal from office. All appointments must be approved by a two-thirds ($\frac{2}{3}$) majority of the BoD.

Meetings of BoD

- 32. **[Approval by the BoD]** A decision is considered to be approved by the BoD if it receives a Simple Majority in a vote taken at a BoD meeting, unless otherwise stated in these Bylaws.
- 33. **[Frequency of Meetings]** Meetings are to be held once a month throughout the academic year, upon formation of FASA BoD until April.
- 34. **[Emergency Meeting]** In an emergency situation, the Chairperson, (1%) of Regular Members through a petition, three (3) BoD members, or one (1) Coordinator may call an Emergency Meeting.
- 35. **[Notice of Meetings]** The Chairperson must provide notice of at least seven (7)

days before the date of the meeting to all BoD members and Coordinators. Notice is to include the time, date and location of the meeting. The agenda must be distributed five (5) days in advance of any such meeting.

36. **[Agenda]** The Chairperson must receive items for inclusion on the agenda at least seven (7) days before the meeting, including any related documents and decisions that are planned to be voted on.
37. **[Persons entitled to attend]** All Members are entitled to attend BoD meetings.
38. **[Quorum]** Quorum shall consist of 50% plus 1 of BoD members. No BoD member may vote by proxy.

SECTION 5 - COORDINATORS

39. **[Appointment of Coordinators]** The Coordinators elected at the Annual General Election shall include:
 - 39.1. One (1) General Coordinator
 - 39.2. One (1) Outreach Coordinator
 - 39.3. One (1) Clubs and Services Coordinator
 - 39.4. One (1) Student Life Coordinator
 - 39.5. One (1) Finance Coordinator
40. **[Duration of Term]** All Members holding a Coordinator Position will serve a one (1) year term beginning May 1st and ending April 30th of the subsequent year.
41. **[Leave of Absence]** Any member of the Coordinators can, for reasons of personal difficulty, go on temporary paid leave of absence by sending written notice to the Office Coordinator. The Coordinators and BoD should be made aware of any Leave of Absence.
42. **[Suspension of Coordinators]** Any Coordinator can be temporarily suspended for dereliction of duty, or should the BoD decide that it is in the best interests of FASA for another member to temporarily assume their position, by a two-thirds 2/3 majority vote of the BoD.
43. **[Resignation]** Any member of the Coordinators who wishes to resign from office may do so by sending written notice to the Office Coordinator. The Coordinators and BoD should be made aware of any Resignation.

44. **[Payment]** Coordinator positions are paid.
45. **[Eligibility]** All Coordinators must be a Regular Member throughout their term in office, with the exception of the Office Coordinator. The following are **not** eligible to serve as Coordinators:
 - 45.1. Current Chief Electoral Officer (CEO) of FASA;
 - 45.2. Current Affiliate Coordinators;
 - 45.3. Any student campaigning against the mandate of FASA.
46. **[Responsibilities of the Coordinators]** All Coordinators:
 - 46.1. Are bound to these Bylaws and any policies or decisions emanating from the FASA BoD, from Meetings of the Members and/or the result of a referendum;
 - 46.2. Are granted the autonomy to perform the duties incidental to their office, and shall exercise any additional authority granted to them by the BoD;
 - 46.3. Are responsible for attending all FASA BoD meetings and Meeting of the Members, except under extenuating circumstances;
 - 46.4. Shall present an Action Plan at the GM, a monthly report to the BoD, and an end-of-year report at the AGM;
 - 46.5. Shall present a budget for the current year and the previous year's financial statement at the GM, and shall present the current year's financial statement at the AGM;
 - 46.6. Shall ensure that FASA's mandates, policies and initiatives are communicated to the FASA BoD, Clubs, Affiliates and Regular Members;
 - 46.7. Shall assess and revise FASA's Bylaws and policies;
 - 46.8. Shall hire the Office Coordinator;
 - 46.9. May act as spokespersons for FASA.
47. **[Responsibilities of the General Coordinator]**
 - 47.1. Be the primary spokesperson of FASA ;
 - 47.2. Act as a liaison between the University administration and FASA Members;

- 47.3. Ensure the appointment of Fine Arts undergraduate students as representatives to the Fine Arts Faculty Council and any other relevant boards, councils or committees;
 - 47.4. Form and maintain liaisons between FASA and other organizations in the University;
 - 47.5. Organize and facilitate Coordinator meetings and meetings of the Members.
- 48. [Responsibilities of the Outreach Coordinator]**
- 48.1. Ensure a good diffusion of information to the Members regarding upcoming events and other pertinent information;
 - 48.2. Annually update FASA's newsletter with the listserv provided by the University including the email addresses of all students enrolled in undergraduate Fine Arts Programs;
 - 48.3. Maintain contact with other student associations of Quebec;
 - 48.4. Act as a liaison with the creative community both within and beyond the University.
- 49. [Responsibilities of the Clubs and Services Coordinator]**
- 49.1. Develop policies related to Club funding, eligibility and constitutions.
 - 49.2. Facilitate club registration in compliance with deadlines set by the University.
 - 49.3. Keep up to date with University policies and room booking procedures, and communicate this information to Club Executives;
 - 49.4. Maintain regular contact with Club Executives.
- 50. [Responsibilities of the Student Life Coordinator]**
- 50.1. Construct a diverse itinerary of services, events, workshops and/or lectures to take place throughout the academic year;
 - 50.2. Act as the liaison between the Members and the Complaints Committee.
- 51. [Responsibilities of the Finance Coordinator]**
- 51.1. Plan FASA's operational budget and present it to be approved at the GM;
 - 51.2. Develop policies related to Special Project Grants;

51.3. Oversee bookkeeping procedures and communicate the spending activity of FASA to the BoD and Members;

51.4. Research and apply to funding opportunities for FASA;

51.5. Prepare a financial statement and present it at the AGM;

52. [Responsibilities of the Office Coordinator]

52.1. Be responsible for daily administration and bookkeeping;

52.2. Oversee bookkeeping procedures, with the Financial Coordinator;

52.3. Develop policies related to Special Project Grants, with the Finance Coordinator;

52.4. Keep up to date with University policies and regulations, and communicate these to the Coordinators, BoD, and Members;

52.5. Annually review FASA's Bylaws and policies to identify areas for improvement;

52.6. Archive and keep up to date FASA's Governing Documents;

52.7. Be responsible for updating the information appearing in the annual declaration and submitting it to the REQ;

52.8. Keep up to date with any changes to the Companies Act and the *Act respecting the legal publicity of sole proprietorships* and communicate these to the Coordinators, BoD, and Members.

SECTION 4 - OTHER POSITIONS

53. **[Payment]** The Chairperson, Minute-taker, Moodwatcher and CEO are all paid positions.

54. **[Replacement]** If any of these positions is vacant, then at the next BoD meeting someone must be selected to remain in the position for the rest of their term.

55. **[Conflicts of Interest]** Anyone may refuse to act in their position for any meeting in which their position presents a conflict of interest. The BoD may temporarily remove someone from their position due to a perceived conflict of interest by two-thirds (2/3) majority vote.

Chairperson

56. [Responsibilities of the Chairperson]

56.1. The principal function of the Chairperson is to ensure the active

engagement of the BoD in the decision making and leadership of FASA.
The Chairperson shall act on behalf of the BoD.

56.2. The Chairperson must 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.

56.3. It is the Chairperson's duty to organize and facilitate all BoD meetings, except under extenuating circumstances.

57. [Appointment of the Chairperson] The FASA General Coordinator will act as Chairperson at the first BoD meeting of the academic year, during which, the BoD will appoint a qualified voting BoD Member as Chairperson.

Minute-taker

58. [Responsibilities of the Minute-taker] The responsibilities of the Minute-taker shall be to record minutes of Meetings of the Members and of the BoD, and to send the Minutes to all BoD members and Coordinators.

59. [Appointment of the Minute-taker] A general callout for a Minute-taker must be shared with the Members. The Coordinators must present a qualified candidate to the BoD.

Moodwatcher

60. [Responsibilities of the Moodwatcher]

60.1. The principal function of the Moodwatcher is to ensure that these Bylaws are adhered to and to ensure that all FASA meetings function as anti-oppressive spaces.

60.2. It is the Moodwatcher's responsibility to act as a facilitator during challenging conversations, ensuring that all members are fairly heard and understood. They are entitled to restrict speaking times for members as well as encourage members to speak who have not yet spoken.

60.3. It is the Moodwatcher's duty to attend all meetings to which they are called.

61. [Appointment of the Moodwatcher]

61.1. Should the need for a Moodwatcher at a meeting arise, the chair will contact a community organization - such as QPIRG - 7 (seven) days before a meeting,

requesting that a Moodwatcher be present.

- 61.2. A general call-out for a Moodwatcher can also be made to the FASA Members at least 7 (seven) days prior to the meeting. The Chair will select the candidate they deem the most qualified and appropriate for the situation.

Chief Electoral Officer (CEO)

62. **[Responsibilities of the CEO]** The CEO conducts and supervises the Annual General Elections, as well as any Referenda. The CEO reports the particulars and results of such directly to the BoD and Coordinators (see section 98).
63. **[Appointment of the CEO]** A general callout for a CEO must be shared with the Members. The Coordinators must present a qualified candidate to the BoD.

SECTION 6 - ELECTIONS

Annual General Elections

64. **[Election Procedure]**
 - 64.1. Each March, the Annual General Elections will be held for the Coordinator positions.
 - 64.2. The CEO shall issue a public notice at least thirty (30) days prior to the opening of the polls. Such public notice shall include the positions open for election, the dates and times of the election and the location of the polls, whether in-person or online.
 - 64.3. Members wishing to run as Coordinators must nominate themselves through the application process put forward by the BoD and Coordinators. The CEO will be in charge of verifying that the nominees are eligible to run in the election.
 - 64.4. Once nominees have been approved, the campaigning period begins. During that time, candidates must present the Members with relevant information pertaining to their candidacy, their platform, etc.
 - 64.5. Polling will take place over two (2) consecutive days for a minimum of seven (7) hours each day. Nominees who campaign during the 2-day polling period will be disqualified.

- 64.6.** In the case that quorum is not reached, or that a Coordinator position remains vacant, Interim Coordinators shall be appointed by the BoD or the Members.
- 64.7.** All other particulars of the Annual General Elections shall be decided in a Meeting of the Members or of the BoD.
- 65. [Referenda]** The Referendum shall set out the question(s) to be answered by the Regular Members. Referenda shall be binding if a Simple Majority is reached. All Referenda shall be held concurrently with the FASA Annual General Elections.
- 65.1. Called by BoD.** The FASA BoD, by a two-thirds (2/3) majority vote, may choose to call Referenda on questions of importance to FASA's operations.
- 65.2. 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 Referenda.
- 66. [Quorum]** Quorum for an Election or referendum shall consist of two and a half percent (2.5%) of the Regular Members.

SECTION 8 - LEGAL AND FINANCIAL AUTHORITY

Name and Logo

- 67. [Name]** FASA has the corporate name "Alliance des étudiants et étudiantes en beaux-arts / Fine Arts Student Alliance" and the trade name "FASA". It shall identify itself, exercise its rights, and perform its obligations under these names.
- 68. [Logo]** FASA may have one (1) or more logos. Logo(s) must be kept for a minimum of three (3) years, except with the approval of the Members or the BoD.
- 69. [Use of Logo]** The logo of FASA may only be used by the Coordinators, or by anyone that has received approval from a Coordinator, the Members or the BoD.

Establishment

- 70. [Place and address of head office]** FASA's head office shall be located in the Province of Quebec as indicated in its Constituting Act or at the address indicated

in its most recent declaration deposited in the Registraire des Entreprises du Québec (REQ).

71. **[Transfer of head office]** The head office of FASA may be transferred elsewhere in the province of Quebec if approved by a vote of at least two-thirds ($\frac{2}{3}$) Majority at a Meeting of the Members and notice of the transfer has been deposited in the REQ.
72. **[Establishment]** FASA may have one (1) or more establishments elsewhere in the province, Canada or in any other country.
73. **[Notices to FASA]** Notices or documents to be sent to, or served upon, FASA 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 REQ. In such a case, FASA 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.

Applicable Legislation

74. **[Annual Declaration to the REQ]** FASA shall submit an annual declaration to the REQ, signed by a Coordinator or by any person designated by a Coordinator.

Signing Authority

75. **[Signing Officers]**
 - 75.1. Two elected coordinators and the Office Coordinator shall be FASA's signing officers.
 - 75.2. Contracts, documents or instruments in writing requiring the signature of FASA may be signed by two (2) signing officers of FASA and all so signed shall bind the corporation without the necessity of any other authorization or formality.

Financial Authority

76. **[No Independent Fee.]** No Club or Community Project may levy their own fee or borrow money upon the credit of FASA.
77. **[Banking and Borrowing Arrangements]** The banking business of FASA shall be determined by the BoD.
78. **[Financial Policy]** All policies governing the financial conduct of FASA shall be decided upon by a two-thirds ($\frac{2}{3}$) majority vote at a duly convened meeting of

BoD. All decisions made in this regard shall be kept for reference in a Financial Policy.

79. **[Financial records]** FASA shall keep at its head office records of its financial transactions (funds received and spent and the matters to which each relates), credits and liabilities. These records may also be kept digitally.
80. **[Financial Statements]** The Office Coordinator shall prepare yearly Financial Statements to be presented at the AGM and at the following year's GM.
81. **[Fiscal Year]** The fiscal year of FASA shall terminate on May 31st of each year. The Financial Statements shall be made up to that date.

SECTION 9 - DEFINITIONS

- a. **"Action Plan"** shall mean a comprehensive outline of activities and goals planned by Coordinators;
- b. **"Amendments"** are changes made to these Bylaws;
- 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. P-45, and any act or statute which may replace it, in whole or in part.
- d. **"Affiliates"** 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 Fine Arts Faculty. Affiliates include the Fine Arts Reading Room (FARR), Art Matters Festival, The Concordia Undergraduate Journal of Art History (CUJAH) and the Visual Arts Visuals Gallery (VAV);
- e. **"Chairperson"** or **"Chair"** shall mean a person approved to facilitate Meetings of the Members and of the BoD;
- f. **"Club"** shall mean any group of Members that are registered under FASA through the Dean of Students Office and that receive funding from FASA for extracurricular activities;
- g. **"Community Projects"** shall mean any non-Club group of Members that receive funding from FASA for extracurricular activities;
- h. **"Companies Act"** shall mean the Quebec Companies Act, R.S.Q., chap. C-38, and any act or statute which may replace it, in whole or in part.
- i. **"Complaints Committee"** shall be a committee of Members mandated to review

complaints involving FASA Members, Coordinators, BoD Members, Club Executives, staff or other community members.

- j. **“Constituting Act”** shall mean the contracts, agreements, letters patent, supplementary letters patent and Bylaws passed;
- k. **“Coordinators”** shall mean the elected Regular Members designated to represent FASA and the Office Coordinator;
- l. **“BoD members”** shall be abbreviated as BoD, and shall mean all voting Members of the FASA Board of Directors;
- m. **“Fine Arts Faculty”** shall mean the Faculty of Fine Arts at Concordia University;
- n. **“Interim Coordinator”** shall mean any regular member appointed outside of the Annual General Elections to fill a Coordinator position.
- o. **“Legal person”** shall mean the Fine Arts Student Alliance;
- p. **“Members”** shall mean all Regular Members and Non-voting Members;
- q. **“Minute-taker”** shall mean a person hired to attend meetings and take minutes of said meetings as per section 75;
- r. **“Moodwatcher”** shall mean a person hired to ensure Meetings of the Members and of the BoD are spaces of open and equitable communication (see section 76);
- s. **“Policies”** shall be approved by the BoD and govern FASA’s internal operations and relations with Clubs, Affiliates and Community Projects;
- t. **“Referendum”** shall mean the singular of referenda, meaning a vote taken by the Regular Members during the Annual General Elections (see section 100);
- u. **“REQ”** shall Registraire des Entreprises du Québec;
- v. **“Simple Majority”** shall mean more than half of legal votes cast, excluding blanks and abstentions, at a meeting at which quorum is present;
- w. **“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;
- x. **“Staff”** shall mean any person hired by the FASA Coordinators.
- y. **“Teller”** shall mean any Member designated to count ballot votes at a meeting;
- z. **“University”** shall mean Concordia University in Montreal, Quebec.

Temporarily amended by the BoD on

Amended by the Members on