

ASSOCIATION UNDERGRADUATE SCULPTURE CONSTITUTION

Ratified by Membership on 13/05/2021

Version CONST-002-MAY132021

Article I: Name

1. ASSOCIATION UNDERGRADUATE SCULPTURE also referred to hereinafter as the Club.
2. ASSOCIATION UNDERGRADUATE SCULPTURE may be abbreviated to A.U.S.

Article II: Objective

1. The Club's mandate shall be to empower undergraduate students involved in sculpture as a mode of artistic expression;
2. The Association accomplishes its missions as follows:

2.1. Reference hub

- 2.1.1. To research, create and update a list of geographical sites, businesses, non-profit organizations, associations or government institutions where members may acquire free, inexpensive or uncommon materials;
- 2.1.2. To research, create and update a list of galleries, events, public and private spaces, physical or virtual, where members may exhibit sculptural works;
- 2.1.3. To research, create and update a list of private and public institutions collecting, commissioning or funding sculptural works;

2.2. Promoting emerging artists

- 2.2.1. Organize, host and fund events that promote the sculptural works and artistic processes of members;
- 2.2.2. Encourage and facilitate the participation of members in events that promote emerging artists such as the Art Matters Festival, the VAV Gallery call outs or Nuit Blanche;

2.3. Skill development

- 2.3.1. Encourage the development of technical skills related to sculpture and materials through workshops;
- 2.3.2. Encourage the development of critical thinking and cultural knowledge through artist talks, readings or gallery, studio and museum visits;
- 2.3.3. Help members acquire secondary skills in areas such as public speaking, entrepreneurship, presenting work, grant application, researching or marketing through workshops;

2.4. Well-being

- 2.4.1. Encourage a respectful, friendly and collegial environment in which members can freely share or express opinions, works and beliefs;
- 2.4.2. Promote safe work practices through training and timely reminders;
- 2.4.3. Commits to being an open, inclusive organization that recognizes diversity, and promotes access and inclusion to communities traditionally marginalized based on gender, sexual orientation, race, economic status, language ability, religion preference, age or ability;

2.5. Code of Conduct

- 2.5.1. The Club shall carry forth its mandate from an anti-oppressive standpoint.
- 2.5.2. Equal respect shall be given to all members, regardless of position.
- 2.5.3. No member shall make personal profit from the Club.

Article III: Membership

1. Responsibilities

- 1.1. Active involvement of all members is encouraged;
- 1.2. Voting members have the right to examine all records pertaining to the Club financial and planning reports;
- 1.3. Every member shall work collaboratively and in good faith with the Coordinating Team in order to plan, organize and carry out the planning of various events;
- 1.4. Every member has the responsibility of reading, understanding and abiding by the constitution;
- 1.5. Various tasks will be delegated during the Club's meetings until consensus is reached. Delegation will take into account each member's specific interests, skills as well as scheduling constraints.

2. Procedure

- 2.1. Undergraduate students can get actively involved by filing the form available on the club website: <https://ausculpt.com/join-a-u-s/>;
- 2.2. Orientation meeting:
 - 2.2.1. Members are encouraged to attend a Coordinating Team meeting or a Membership meeting;

3. Conditions

- 3.1. Membership in the Club is open to all, without restriction on the grounds of national origin, race, religion, color, sex, sexual orientation, disability, or faculty of study;
- 3.2. Only currently registered undergraduate students are eligible to hold voting privileges and to be elected as coordinators;
- 3.3. Associate non-voting membership is open to all others;

- 3.4. The Coordinating Team may refuse membership, at its sole discretion, to individuals who have been found guilty of serious indictable offences under the Canadian criminal code;
- 3.5. The Coordinating Team may also refuse membership to individuals who have been found guilty under hate speech laws in Canada or have willfully incited or promoted hatred;

Article IV: Coordinators

1. Coordinating Team

- 1.1. The Club shall have five (5) coordinators elected from the current membership;
- 1.2. The coordinators shall administer the Club and oversee its events;
- 1.3. The Coordinating Team is composed of the following portfolios:
 - 1.3.1. General Coordinator
 - 1.3.2. Finance Coordinator
 - 1.3.3. Events Coordinator
 - 1.3.4. Outreach Coordinator
 - 1.3.5. Reference Hub Coordinator
- 1.4. All coordinators are responsible for reading, understanding and complying with the Club constitution and Concordia University Policies;
- 1.5. The Coordinating Team shall meet as frequently as it deems fit;
- 1.6. Quorum for meetings of the coordinating shall be 50% + 1.

Article V: Portfolios

1. General Coordinator

- 1.1. Shall be the primary spokesperson of the Club
- 1.2. Shall implement the decisions of the Coordinating team and the meetings of the Members;
- 1.3. Shall be responsible for the day-to-day administration of the Club and shall have the autonomy to exercise all the communications, administrative and operational tasks bestowed upon the Coordinating team between meetings. Any exercise of such autonomy must be reported at the next duly convened meeting of Coordinating team and/or meeting of the Members (whichever comes first);
- 1.4. Shall organize and chair weekly Coordinators meetings;
- 1.5. Shall organize meetings of the Members;
- 1.6. Shall coordinate with the Outreach Coordinator in order to maintain communication with associations and faculty;

- 1.7. Shall coordinate the activities of the Coordinating Team and work to ensure that the Coordinators meet the demands of their positions as outlined by the constitution;
- 1.8. Shall with the Coordinating Team produce a monthly report of the Club's activities;
- 1.9. Shall with the Coordinating Team produce a semester report of the Club' activities;

2. Finance Coordinator

- 2.1. Shall be responsible for the oversight and development of policies related to Special Project; Grant distribution and for planning the Club operational budget in accordance with the timeline of activities determined by the Coordinating team;
- 2.2. Shall be responsible for filing reimbursement forms such as expenses, honorariums or purchases;
- 2.3. Shall be responsible for overseeing bookkeeping procedures for the Club and the preparation of yearend financial reports;
- 2.4. Shall communicate the spending activity of the Club and present a budget to be approved by the Membership during the Fall Semester and ratified by the Coordinating Team as well as a yearend financial report;
- 2.5. Shall prepare a yearend financial report to be presented at the Annual General Meeting;
- 2.6. Shall research funding opportunities for the Club and is responsible for preparing grant and funding applications in collaboration with the Club Coordinating Team;

3. Events Coordinator

- 3.1. Shall work with the Coordinating Team to construct a diverse itinerary of events, workshops and/or lectures to take place throughout the academic year;
- 3.2. Shall be responsible for organizing special call-outs application procedure;
- 3.3. Shall work with the Coordinating Team to organize and supervise the smooth running operations of in person or online events;
- 3.4. Shall with the Coordinating team be responsible for the Health and Safety program;
- 3.5. Shall with the Coordinating team be responsible for the oversight and development of the Club's sustainability policy;

4. Outreach Coordinator

- 4.1. Shall work with the General Coordinator to act as a liaison with the creative community of Concordia University, the CSU, both within and beyond the University;
- 4.2. Shall distribute information to the membership regarding upcoming events and other pertinent information to all members of the Club;
- 4.3. Shall maintain contact with other student associations, established artists, local galleries, local community organizations, cultural institutions and student groups of Quebec;

- 4.4. Shall work with the Coordinating Team to maintain the Club's website and social media presence;
- 4.5. Shall be responsible for the design and creation of social media posts and communications;

5. Reference Hub Coordinator

- 5.1. Shall with the Coordinating Team research, create and update a list of geographical sites, businesses, non-profit organizations, associations or government institutions where members may acquire free, inexpensive or uncommon materials;
- 5.2. Shall with the Coordinating Team research, create and update a list of galleries, events, public and private spaces, physical or virtual, where members may exhibit sculptural works;
- 5.3. Shall with the Coordinating Team research, create and update a list of private and public institutions collecting, commissioning or funding sculptural works;
- 5.4. Shall be responsible for archiving and documenting the Club's events;
- 5.5. Shall be responsible for the record of the minutes of the Coordinating Team Meetings and the General Annual Meeting;

Article VI: Finances

1. Membership fee

- 1.1. The Club may not charge a membership fee;

2. Signing authority

- 2.1. The Coordinating Team will appoint two officers who will be the club's signing officers and sign off on all expenses.
- 2.2. The General Coordinator and Financial Coordinator shall be the Club signing officers;
- 2.3. Contracts, documents or instruments in writing requiring the signature of the Club may be signed by a signing officer of the Club;
- 2.4. All contracts, documents or instruments in writing so signed shall bind the Club without the necessity of any other authorization or formality;
- 2.5. All proposed purchases of fifty dollars (\$50) or more must be approved by one (1) signing officer. Any purchases over one hundred dollars (\$100) must be approved at a meeting of the Coordinating Team;

3. Proceeds

- 3.1. The Club will deposit any proceeds into their internal account at the CSU.

Article VII: General & Special Meetings

1. Regular Coordinating Team shall be held weekly throughout the fall and winter terms;
2. General Meetings shall be held at least twice per semester;

3. The Club's membership must receive notice at least ten (10) days ahead of a General Meeting;
4. Special Meetings may be called at any time deemed necessary by the Coordinating Team;
5. The Club's membership must receive notice at least five (5) days ahead of a Special Meeting;
6. An Annual General Meeting must be held before March 31 for the purpose of electing members to the coordinating team;

Article VIII: Elections

1. Annual General Meeting

- 1.1. Every member has the responsibility of attending the Club Annual General Meeting;
- 1.2. The general membership must receive two weeks' notice in advance of the General Meeting called for the purpose of electing new coordinators;
- 1.3. Elections are to be held before March 31 during the Annual General Meeting called for this purpose;
- 1.4. Club members may nominate themselves for available positions during the two weeks preceding the General Meeting at which the election will take place:
 - 1.4.1. No member is entitled to hold more than one (1) coordinator seat;
 - 1.4.2. Every member has the right to vote during the election;
 - 1.4.3. Each member is entitled to one (1) vote;
 - 1.4.4. Each member may cast one (1) vote per Coordinator position during the election;
- 1.5. The Coordinating Team may designate Deputy Electoral Officers (DEOs) to assist the running of the elections;

2. Election procedure

- 2.1. Elections can be conducted either by secret ballot in person or online through Zoom voting function;
- 2.2. Ballots must be kept in a secure place for 4 weeks after the date of voting;
- 2.3. The CSU Internal Affairs Coordinator must be notified immediately in the event of contested electoral results;
- 2.4. A simple plurality electoral system will determine the election's results;
- 2.5. Coordinators are elected for a one (1) year term;

Article IX: Replacement & Impeachment Procedures

1. Impeachable offenses

- 1.1. Coordinators can be impeached from their positions for failing to perform their assigned duties, for misappropriation of funds, dereliction of duties or gross violation of these bylaws;
- 1.2. Coordinators may also be impeached for failing to present themselves at more than two (2) Regular Meetings or two (2) Executive Meetings without proper reason;
- 1.3. Coordinators who fail to present or uphold their duties will be given up to three official warnings, carried out by the Coordinating Team;
- 1.4. A coordinator who has received three official warnings and continues to fail to perform their assigned duties or to present themselves at meetings of the Club may be brought to an impeachment vote at the following duly convened General Meeting of the Club;

2. Impeachment procedure

- 2.1. By vote of the membership, any and all elected members of the Coordinating Team may be removed from office by a vote of two thirds (2/3) majority;
- 2.2. The Membership must receive a notice in advance of the General Meeting called for the purpose of removing a coordinator;
- 2.3. 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 membership where the issue will be decided;
- 2.4. Any decision reached by the membership will be ratified on the same day by the remaining Coordinators;

3. Replacement procedure

- 3.1. The remaining Coordinating Team may decide to either let the position vacant until the next Annual General Meeting or hold election to fill the vacant coordinator(s) position(s);

Article X: Constitutional Amendment Procedure

1. Amendments can be proposed by any voting member through a Referendum;
2. The proposed changes will be discussed in a General Membership Meeting called for that purpose and will be in force only after they have been approved by a two-third majority vote;
3. Members should receive the document with the changes electronically and a rationale explaining the overall changes;
4. A ten (10) days' notice must be given when a constitutional amendment is to be considered at a Club meeting.
5. Any amendments to the Club's constitution will be communicated to the CSU Internal Affairs Coordinator.

Article XI: Disputes & Appeals

1. Any dispute must first try to be resolved by contacting the CSU Internal Affairs Coordinator. The CSU Internal Affairs Coordinator will act as a neutral facilitator and offer counsel;
2. In case facilitation fails, any disputes and appeals within club members or concerning the club constitution will be referred to the CSU Judicial Board for ruling.

Article XII: CSU Policies

3. Where items are not defined in this constitution or there are inconsistencies with the CSU's By-Laws, regulations, and policies, the CSU's By-Laws, regulations, and policies shall take effect.