

ART MATTERS FESTIVAL
POLICY HANDBOOK

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I. OUR MANDATE

- A. Art Matters is a non-profit, student-run, arts festival that celebrates and supports the developing talent housed at Concordia University, with the aim of providing emerging artists with practical skills, tools, and knowledge.
- B. Art Matters takes place in March. Exhibitions curated by students are spread out over three to four weeks, punctuated by our signature events.
- C. Art Matters is a fee-levy organization. That means a fraction of all students' fees collected when they pay tuition allows the festival to take place. Art Matters is created by and for undergraduate Concordia University students.
- D. Art Matters gets people together. We encourage students from different artistic practices and backgrounds to exchange ideas.
- E. Art Matters supports new ideas. We promote diverse artistic approaches, processes, and risk-taking.
- F. Art Matters starts a dialogue between students and professionals. We collaborate with galleries, art centres and venues in order to provide platforms to promote artwork. Art Matters also provides students with the opportunity for development through hosting speakers and workshops.
- G. Art Matters strives to build an inclusive community, working within an anti-oppression framework. Art Matters recognises and encourages diversity through promoting access to groups that are traditionally marginalised based on gender, sexual orientation, race, economic status, language ability, religious preference, age, ability and other intersecting forms of oppression.
- H. Art Matters makes it known that Art Matters!

II. FESTIVAL PRODUCTION REGULATIONS

A. PRIVATE EVENTS

1. CURATOR SELECTION JURY

- The curator selection jury will occur following the close of the curator call-out and the beginning of the artist call-out. The event is organized primarily by the Exhibitions Coordinator.

- The jury will comprise of the three coordinators, two nominated board members, and three guests, invited by the coordinating team. Guests typically include professional curators, artists, artist-run centre staff , and Concordia faculty members. The jury must embody a diverse range of jurors, especially through the inclusion of underrepresented voices within contemporary art, such as women, people of colour, persons with disabilities, LGBTQI2S* jurors. Guests must be approved by board members prior to invitation.
- Jurors will be provided access to curator applications at least three days prior to the jury, with a proposed criteria for assessment as developed by coordinators and as approved by board members.
- As Art Matters typically receives 30-40 curator applications, there is ample time for each application to be discussed in a group setting. The jury should then democratically assess applications into categories of “YES,” “MAYBE,” and “NO.” Once grouped, “maybes” shall be reviewed and voted upon if necessary. A majority is the required vote to affirm or disregard an application.
- The number of curatorial proposals that can be accepted within budget should be clarified by the coordinators prior to the jury. Typically, 8-11 exhibitions are accepted.
- Curators must not be contacted prior to or during the jury process.

2. CURATOR WORKSHOP

- Curators are provided with a workshop between the date of their acceptance as curators and the artist selection jury. The workshop serves to ease curators into the festival by providing insights into common problems for Art Matters curators, guidelines for a successful exhibition, an overview of important duties (as outlined in the curator guidebook), and a chance to meet other curators prior to the artist jury. Another workshop could also take place in the winter semester prior to/following the artist jury to support curators in the organization of their exhibitions.
- The workshop(s) can take place on or off campus and at least one of them should feature at least one guest speaker. It can take any format (e.g. a lecture-style talk, a round-table, a hands-on workshop), and should be followed by a social event at which curators can meet each other informally. Refreshments should be provided.
- The curator guidebook should be provided in-print at the fall workshop . The curator guidebook is an annual document that outlines dates of

importance to curators, as well as descriptions of tasks and duties.

- The curator workshop(s) is/are organized primarily by the Exhibitions Coordinator.
- The curator workshop(s) should not only serve as a resource for practical knowledge, but should also function as a part of Art Matter's mandate of community building.

3. ARTIST SELECTION JURY

- The jury procedure will be organized by all of the Art Matters coordinators, under the leadership of the Exhibitions Coordinator, who serves as the liaison between coordinators and curators.
- The coordinators will provide curators access to all artist applications prior to the Winter holiday, during which time curators must survey the applications. At least a week prior to the jury date, curators must be provided a deadline with which to submit to coordinators the artist applications they propose selecting. These submissions can take the form of groupings, shortlists, or however the coordinators so choose, so long as the process is articulated prior to the survey of applications.
- Prior to the jury date, coordinators must determine conflicts in curatorial proposals, and explain such conflicts to curators via email. At the coordinators' discretions, insights can be proposed as to how conflicts can be resolved. This process will largely depend on the form taken by the curatorial submissions (e.g. alternate groupings, shortlist/long-list, etc.)
- The jury should be scheduled on-campus and should be scheduled to take at least 3 hours, in order to allow for discussion and breaks. Refreshments shall be provided by the coordinators.
- In welcoming the curators into the space, the coordinators will reiterate that respect is of the utmost importance in the jury process. Curators will be reminded of the importance of working together as a festival, supporting one another, building connections and learning. Curators will also be reminded of the festival's commitment to representing a diverse range of artists, both in the sociopolitical and disciplinary sense.
- The jury process will begin with a review of virtually confirmed applications and potentially conflicting applications. This can be done with photo references of applications, or simply in a quick review of application code names, as curators are expected to be familiar with their selections.
- Before any voting processes, curators should be provided at least half an

hour to discuss among themselves without moderation in order to casually resolve conflicts, unless the majority of curators disagree with this action.

- After reviewing resolutions made during a group discussion, coordinators should moderate the voting process. Artworks that remain conflicted shall be reviewed with the entire voting body with reference to their documentation and supporting texts. When a piece has been presented, interested curators shall speak for up to 2 minutes as to why they wish to exhibit the piece in the context of their show. Before entering a session of voting, other curators will have the opportunity to ask questions or provide insights, respectful of time. Coordinators should moderate such discussion by taking a list of all curators who wish to speak on the subject, allowing the speakers to speak in the listed order, and not allowing the list to build once all listed speakers have spoken. The curators who wish to program the same piece will be briefly permitted to respond to the other curators' questions/insights. Following the final words, the coordinators will moderate a vote that simply requires a majority vote in order for the curator receiving the most votes to obtain the privilege of presenting the artwork in question.
- Voting will not be done "blind" unless all curators motion to do so prior to any voting. In this sense, any alterations to the jury process must be motioned before any relevant sections.
- No artist will be contacted prior to or during the jury process.
- Coordinators act as moderators; they do not provide artistic insight, nor do they break ties or have any voting rights.
- Curators must select a minimum of 5 artworks, and a maximum of 10 while being mindful of their venue space and their artists' technical needs. Any changes to these limits must be made following a majority vote and after the voting process has allowed each curator (team) to select a series of works within this frame.
- No artwork shall be presented in more than one exhibition, though an artist submitting multiple artworks is permitted to have distinct applications accepted into different shows.
- After the final selection of artworks, curators will each present their selections to the other curators, in order to allow a jury of their peers to approve the selections and flag any potentially offensive or problematic content before it is exhibited.

B. PUBLIC EVENTS

1. GENERAL MEETING (GM)

- As governed by the bylaws, a General Meeting is required to be held in the Fall Semester. At the meeting, each Coordinator must present their plans for the upcoming year, including a presentation of the festival budget. The coordinators must also present a section outlining their commitment to equity within the festival.
- At the meeting, incoming and returning BoD members are elected. Voting members nominate themselves, present briefly why they would be valuable as board members, and exit the room. Remaining voting members then vote-in board members, so that the board hosts 5-9 members in total. Nominated members return after the vote has been completed.
- In time for this meeting, all three Coordinators should be familiar with Art Matters Policy and Bylaws and should be able to answer the questions of their voting members. In addition, the Coordinators should clearly outline the role and responsibility of the festival's Board of Directors.

2. ANNUAL GENERAL MEETING (AGM)

- As governed by the bylaws, an Annual General Meeting must occur in the Winter semester following the completion of the festival. At the AGM, each Coordinator must present a reflection on their festival output, including a cumulative presentation on the festival budget. The coordinators must also present their reflections on the festival's commitment to equity.

3. INFO EVENT

- In the Fall semester, coordinators must host an accessible event that offers voting members an opportunity to engage face-to-face with coordinators and/or volunteers in order to gain information on the festival. This event can take the form of a nighttime party, a daytime picnic, an open-house in conjunction with the General Meeting, or however the Coordinators see fit.

4. NUIT BLANCHE À MONTRÉAL

- Each year, Art Matters participates in Nuit Blanche à Montréal in order to maintain visibility in the Montreal arts network and to provide students

with a special opportunity to exhibit work. The organization of Nuit Blanche begins in the Fall semester through the relevant application procedure as completed by coordinators. After having been accepted, organizational responsibilities (i.e. curation, administrative tasks, set-up and take-down), are deferred from coordinators. Tasks may be taken up by nominated board members or voting members. In the case of the latter, student curators may be selected with their consent from the general call for curators to curate Nuit Blanche. It is recommended this is done by explicitly asking if applicants are interested in curating Nuit Blanche within the curator call-out form. In this case, the organizers of Nuit Blanche would participate in the curator workshop and the artist selection jury, and would be compensated as curators at the festival's standard rate (\$50 each).

5. PUNCTUAL EXHIBITION EVENTS (VERNISSAGE, FINISSAGE, PERFORMANCE EVENT)

- Each Art Matters exhibition is offered the capacity to host a punctual exhibition event, typically taking the form of a vernissage near the exhibition's opening date, or a finissage near the exhibition's closing date. Art Matters must provide each event with outreach support for its specific event. Art Matters will also provide - with consent of the curator(s) - free alcoholic and non-alcoholic beverages to each event in order to entice an audience to attend, and to show gratitude to the artists and curator(s). It is the Exhibition Coordinator's responsibility to concretize a festival schedule in which no punctual events conflict at least six weeks prior the festival.

6. FESTIVAL WIDE EVENT (CLOSING PARTY or OPENING PARTY)

- Art Matters hosts a party each festival to celebrate the community it fosters, and the hard work accomplished. Typically, this party takes place at an off-campus venue, hosts local performers, is advertised off-campus, and offers participants in the festival (i.e. staff, artists, curators, volunteers) a rebate or free-pass for entrance. While no shape or size of party is mandatory, a festival wide celebratory event is expected of coordinators to plan.

7. SPEAKER PRESENTATIONS

- Art Matters may host speakers on-campus in order to foster dialogue about the arts, and in order to maintain visibility. Each year Art Matters typically hosts 1-3 panels, talks/keynotes, or workshops that may be planned by nominated board members in addition to the coordinators. Speakers must offer diverse perspectives on topics relevant to the student body. It is suggested that speakers are recorded, with their consent, either through note-taking or video/audio-recording and later made accessible as a recording and/or verbatim to those unable to attend in person.

8. POP MONTRÉAL

- Collaborating with Pop Montréal/Art Pop is an optional opportunity that gives students a special chance to exhibit work and the coordinators a trial run for the organization of exhibitions. Typically, this collaboration entails a crossover exhibition that occurs in September of each year, on- or off-campus.

9. STUDENT-RUN GROUPS / DIY ORGANIZATIONS

- Art Matters strives to give support to groups of similar structure and mandate to help foster an environment of equality and growth. Collaborations with other Fee Levy Groups, On-Campus organizations, or Off-Campus DIY organizations can be combined with other Art Matters events or new events can be created to give these groups and Art Matters a platform to share their goals.

III. ACCESSIBILITY POLICY

A. REDUCED MOBILITY

- Art Matters recognizes the importance of hosting events in spaces that are accessible to those with reduced mobility. Given the lack of accessible spaces in Montreal, Art Matters must host at least 75% of its events (including exhibitions) in spaces accessible to those with reduced mobility. The accessibility of each event's venue must be advertised publicly prior to the event.

B. LANGUAGE

- A translator must be hired from September-April of each year so that all communication put forth by the festival is accessible in the two official languages of Concordia University, English and French.

C. WASHROOMS

- Art Matters prioritizes venues that provide gender-neutral bathrooms. In the event that a venue does not regularly ensure a gender-neutral bathroom space, Art Matters will make an effort to provide a gender neutral bathroom for the duration of the event. The availability of gender-neutral venues will be advertised prior to events.

D. PUBLIC RECORD

- Art Matters will make its current Policy and Bylaws a matter of public record. The Policy and Bylaws will be available on the festival's website. In addition, there will be an ongoing call for members to comment and contribute to the documents.

IV. FINANCIAL POLICY

- A. The Art Matters Festival will continually work towards sustainable funding in the form of student fees, grants, subsidies and sponsorships.
- B. The Art Matters Festival will strive to maintain transparency regarding all its financial processes, making annual financial records available to the membership at the beginning and end of each Festival.
- C. The Art Matters Festival will make every effort to redistribute any and all funds accrued in the most advantageous manner available for use by students in exhibition, production for exhibition, professional development and education.

- D. The Art Matters Festival and the Festival's governing bodies will remain financially accountable to their member base first and foremost.
- E. The Art Matters Festival administrative and governing bodies will remain financially accountable to external funding sources to fit the demands of said external funding bodies.
- F. The Art Matters Festival will not enter into a financial partnership with any external body whose mandate or ethical code challenges its own mandate and objectives or the objectives of a representational portion of its member base.
- G. The Art Matters Festival will adhere to any and all structures of financial accountability as outlined in any and all portions of this document or the Art Matters Festival Bylaws.

V. HIRING POLICY

- A. The Art Matters Festival strives to create as many opportunities for undergraduate students as possible from core Festival coordinators to non-salaried employees to curators to artists to volunteers to supporters to audience members.
- B. No Art Matters Festival coordinator may hold any other positions with the festival. As such, Art Matters coordinators may not fill the positions of non-salaried employees, curators, artists or any other additional role than the one in which they are hired for. Non-salaried employees may not act as curators and curators may not apply as artists.
- C. Without exception, all calls for employment, submissions and volunteers must be disseminated to the entire Fine Arts undergraduate student population within no less than 3 weeks of any given deadline. Effort should also be made to reach out to non-fine arts students, as well other student associations and/or groups, with the inclusion of members of marginalised groups.
- D. Art Matters is restricted to hiring voting members of the festival, in order to foster

opportunities for undergraduate students and in order to respect the contributions voting members make toward the festival. The only position that need not be filled by a voting member of the festival is the web programmer, as the specific requirements of this position are not necessarily found within the undergraduate student body. This being said, competent voting members should be prioritized.

VI. ADMINISTRATIVE STRUCTURE (Coordinators)

A. POSITION AND APPLICATION PROCEDURES

1. The festival is administered by a coordination team consisting of 3 members, fulfilling the following positions: Administrative and Financial Coordinator, Outreach Coordinator, Exhibitions Coordinator.
2. Call for Applications: The positions are made available to Fine Arts undergraduate students, and are all renewed following each AGM through an open call. Detailed job descriptions must be made available in the call, displaying eligibility requirements, compensation information, required tasks, and employment equity policy information. Applications should be sent via email to submissions@artmattersfestival.org, an email to which all coordinators should have access. Applicants may apply to multiple positions. Candidates will be selected for interview by the coordinators in conjunction with the Student Relations Coordinator. This group must reach consensus in order to assemble the team of three incoming coordinators, and the selection must be approved by at least one nominated representative of the BoD (hiring committee), who are given access to review all applications. This review process is in place to assure that marginalized students have been given due priority, that all students are competent, and that no conflict of interest has manifested, privileging one student over another.
3. Re-call: Failure to fill all positions upon the first call for applicants will result in a re-calling for applicants for the vacant position via the same means noted above.
4. Salary: The Art Matters Festival budget will prioritize the payment of these student coordinators at salary rates competitive with Concordia University work-study rates. Any financial assistance that can be obtained for these positions will be adequately sought after.
5. Term: Administrative positions with the Art Matters Festival are one-year

appointments only, without exception. This is to ensure access to these learning opportunities to other students to take advantage of the professional development processes Art Matters affords.

B. RESPONSIBILITIES

1. SHARED COORDINATOR RESPONSIBILITIES

- Coordinators are responsible for the overall functioning and organization of the Art Matters Festival, governed by a Board of Directors. General coordinator responsibilities are as outlined in the Art Matters bylaws. The bylaws act as the primary guiding framework for coordinators, followed by the Art Matters policy handbook. Coordinators report to the BoD, and are ultimately responsible for the successful functioning of the festival. Board members and Coordinators must act in accordance to the Art Matters mandate, as outlined in the bylaws. It is suggested that Coordinators annually review bylaws, update them as needed, and seek approval of any changes from the BoD. The updated bylaws are effective through the festival year.
- All festival coordinators are responsible for general festival planning, hiring executive members, curators and overseeing jury weekend. Coordinators must follow equitable hiring practices as recommended by the board. All festival coordinators recruit executive members, curators, artists and volunteers to participate in Festival. They are also expected to hire and train the incoming coordinators for the following year. All festival coordinators are expected to assist in various technical office related tasks. Training and team transition usually happens in May and it is expected that all outgoing coordinators be available for training during this month.
- All festival coordinators draft and come to a consensus on the festival operating budget. All festival coordinators are expected to organize and facilitate the Festival including all required setup, maintenance and take down.
- All festival coordinators participate in the planning of orientation and info/opening/closing events. In addition, all festival coordinators are jointly responsible for initiating and coordinating a minimum of 1 special event per semester (panel, talk, screening, website launch, outreach event etc.) that promotes the festival to students as well as the Montreal arts community.

- One coordinator must at all times be a voting member on the FASA Board of Directors.
- Each coordinator is expected to update and add to the postmortem archive at the end of their employment.
- Each coordinator is expected to complete a self-evaluation as well as an evaluation of other coordinators within two weeks of the GMan again in December. These evaluations will be issued and reviewed by the Board of Directors. The purpose of the evaluations is to ensure that coordinators are sharing the burden of the work equitably and that each coordinator is completing their tasks adequately.

2. OUTREACH COORDINATOR

- The outreach coordinator is responsible for overseeing festival media relations, organizing targeted internal and external approaches to media, students and the public, and managing the primary Art Matters email and social media accounts. Additional responsibilities of the outreach coordinator are as follows:
- Cultivates relations with the press both internally and externally, oversees the development of press packages, compiles all promotional and publicity text and materials for the program guide, website, internal and external media releases.
- Manages the publication of the annual festival program guide, and acts as editor of the publication.
- Manages primary email account of Art Matters at reliable intervals.
- Cultivates links with related external organizations to promote Art Matters and develops relations with the Montreal arts communities within the framework of the mandate of Art Matters. Generally cultivates relationships with entertainment/artists featured at special events.
- Cultivates relations between Art Matters and Fine Arts student run organizations, and promotes student access to the Art Matters festival.
- Schedules appearances at orientation events.
- Organizes all internal communications to students and faculty, including call outs and Festival publicity.
- Is responsible for maintaining a steady rate of applications to the festival coming from diverse areas such as that of artist, curator, non-salaried employee, and volunteer applications. Within reason, is responsible for an attendance rate to exhibitions and special events that should reflect previous years.

- Leads, in conjunction with the other coordinators, the hiring of Graphic Designer, Web Programmer, Translator, Copy Editor (French/English), Volunteer Coordinator, Poster Pal, Press Coordinator, Photographer(s), and Videographer, should such positions be made available.
- Liaises with the non-salaried positions of Graphic Designer, Web Programmer, Translator, Copy Editor (French/English), Poster Pal, Press Coordinator, Photographer(s), and Videographer, should such positions be made available.
- Coordinates all festival documentation including all photos and videos of events and exhibitions in addition to coordinating all artist and curator photo waivers, and spearheads updating the archive with help of other coordinators. Refer to contracts between other positions and Art Matters.

3. EXHIBITIONS COORDINATOR

- The exhibition coordinator is responsible for locating and securing all festival venues and maintains venue relations throughout the festival. Additional responsibilities of the exhibition coordinator are as follows:
- Obtains equipment donations, oversees the technical development of the festival, and coordinates the technical aspects of the festival including dissemination of equipment among curators and providing technical support at special events.
- Engages and acts as main contact for all curators, artists, and performers.
- Facilitates communication between curators and the venue they will be occupying, including an in-person meeting introducing the venue staff and the curator. Acts as a mediator between curators and venues if necessary.
- Provides curators with venue information and floor plans, set-up, takedown and cleanup schedules, and coordinates bars.
- organizes executive, curator, and artist contracts; ensures that all venue contract requirements are met.
- Organizes the curator and artist juries with the assistance of the festival coordinators.
- Is primarily responsible for putting together and distributing the curator guidebook and artist guidebook, with assistance from the other coordinators as necessary.
- Leads, in conjunction with the other coordinators, Technical Support and Volunteer Coordinator should such positions be made available.
- Liaises with Technical Support and Volunteer Coordinator should such positions be made available. Creates contact databases for curators, artists

and volunteers.

4. ADMINISTRATIVE & FINANCIAL COORDINATOR

- The Financial and Administrative Coordinator is responsible for organizing the budget in consultation with other coordinators and overseeing all expenditures, keeping a balanced budget and facilitating all payments of invoices. Additional responsibilities of the Financial and Administrative Coordinator are as follows:
- Organizes and oversees effective Art Matters administrative processes.
- Oversees all administrative documentation pertaining to the Festival including; ensuring that all festival mandate and policy documentation is up to date, tracking and filing all financial transactions, and bookkeeping.
- Is responsible for the financial aspects of contractual obligations between Art Matters and other parties, including venues, curators, artists and non-salaried employees.
- Will ensure the insurance is renewed each year in conjunction with the Student Relations Coordinator. Generally, acts as the main contact between Art Matters, coordinators and Student Relations Coordinator, as well as Concordia University.
- Ensures registration of Art Matters as a student group with Concordia University. Establishes the internal account with Concordia.
- Acts as a primary financial and signing officer, with another coordinator acting as a second signing officer.
- Ensures the proper archiving of contracts, licences, permits, of the festival are up to date and archived.
- Seeks and secures funding from internal and external sources.
- Primarily responsible for booking all necessary rooms for meetings and juries as well on-campus workshops and talks, with the support from another coordinator with booking authority as necessary.
- Facilitates the organization of all board meetings, staff meetings, juries, and interviews, with the support from another coordinator with booking authority as necessary.
- Takes care of administrative tasks such as obtaining liquor permits, ordering beer, etc.
- Responds to opt-out requests and the refunding of student fee levies.

C. RESIGNATION

- Should a coordinator desire to resign from their post, they will present a letter of resignation two weeks in advance of the day they forfeit all responsibilities. They will also provide a detailed list of tasks to be completed within the two weeks, to justify payment for that period.

D. REPLACEMENT

- Following the termination or resignation of a coordinator, the board will vote to allow the remaining coordinators to coordinate the festival as a twosome, or to source a competent replacement for the outgoing coordinator. Should the situation arise in the Fall semester, an open call must be administered that mirrors aforementioned procedures for hiring coordinators. In the Winter semester, should such a situation arise, the proximity to the festival will allow the board to privately offer the vacant position to a competent replacement, such as a previous coordinator who remains a voting member or a board member.

E. TERMINATION

- If an Art Matters coordinator has neglected their contracted duties, violated their contract, violated the festival bylaws, or violated festival policy, they are eligible for termination. One or more coordinator must present a complaint to the board of directors requesting that the coordinator in violation undergoes an supervisory evaluation. The process of evaluation entails the board collecting accounts from all necessary contacts regarding the coordinator's violation. The board of directors must review the violation, and issue a warning to the coordinator in violation or a deferral to the coordinator who has complained within one week's reception of the complaint. After two week's supervisory evaluation, the board must vote whether or not to terminate the coordinator in violation. A 5 vote minimum is required. The coordinator will be replaced in accordance with section: REPLACEMENT.

F. EXTENDED ABSENCE DUE TO ILLNESS

1. If an Art Matters coordinator must remain absent from their post due to

illness or injury, the coordinator must inform their coworkers and the board of directors immediately, with attached a detailed work-plan in order to work remotely. Should the coordinator be able to complete all work as contracted, they will remain paid and be afforded a physical absence of up to two weeks. If the absence exceeds two weeks, the coordinator will be issued a warning letter requesting they return within one week, or be terminated from their post. If the coordinator does not return within one week of the submission of a warning letter, the coordinator is eligible to be terminated immediately following a minimum 5 vote of the board of directors. The coordinator will be replaced in accordance with section: REPLACEMENT.

2. If their illness or injury is so severe that they are unable to work at all during their absence, coordinators will refer to the Normes du Travail du Québec:

- EXTENDED ABSENCE:
 - An employee who has 3 months of uninterrupted service with the same employer may be absent from work, without pay:
 - for up to 26 weeks per 12-month period if he is sick or the victim of an accident.
 - In all cases of an extended absence, the employee must notify his employer as soon as possible of his absence and the reasons for it. The employer may ask the employee, notably concerning the length of the absence or its repetitive nature, for a document attesting to the reasons for his absence.
 - When the employee returns to work, the employer must reinstate him in his former position and grant him the wages and the benefits that he would have been entitled to had he remained at work.
- SHORT-TERM ABSENCES (FOR THE EMPLOYEE'S LOVED ONES):
 - An employee may be absent from work for 10 days per year, without pay:
 - to fulfill obligations related to the care, health or education of his child or the child of his spouse
 - due to the state of health:
 - of his spouse
 - of his father or mother

- of his brother or sister
- of one of his grandparents.
- These leaves may be divided into days. Days may also be divided with the employer's authorization.
- The employee must notify his employer as soon possible and take all means to limit the taking and duration of these leaves.

VII. GOVERNING STRUCTURE (Board of Directors)

A. RESPONSIBILITIES

1. The laws of the festival and its board of directors are outlined in the bylaws of the festival.
2. The BoD is composed of 5-9 voting members, including a secretary. The board can be accompanied by a non-voting Chair, or the Chair, as a voting member, can otherwise be included within the body of 5-9 members.
3. The Chair of the BoD is eligible to be compensated by Art Matters should the position have no voting power and should the Chair be sourced through typical hiring procedures, in the presentation of a Governance Internship, by the Coordinators on behalf of the BoD. This opportunity can be made available as the skills and energy required of a Chair exceeds what can be asked of an inexperienced undergraduate student in terms of labour without compensation.
4. The Chair is responsible for:
 - Leading all BoD meetings. This includes determining BoD members' availabilities, selecting a date and time for BoD meetings, creating an agenda for each BoD meeting, sending meeting agendas and other relevant documents to all BoD members at least seven (7) days in advance of the scheduled meeting. The Chair is responsible for informing the Administrative Coordinator of the date of the next BoD meeting at least seven (7) days before the scheduled meeting so that the Coordinator may reserve a room on campus for the meeting and provide sufficient refreshments for BoD members.
 - Sitting on the BoD as a non-voting member and acting as a moderator to efficiently lead BoD discussions and votes. The Chair

will call all BoD meetings to order as well as adjourn all BoD meetings. The Chair should make an effort to become familiar with Robert's Rules of Order and conduct all BoD meetings in accordance with these guidelines.

- Managing the Chair email account board@artmattersfestival.org, and responding to emails in a timely and appropriate manner.
 - Representing the interests of the BoD when providing counsel to Art Matters Coordinators when and if consultation is necessary. Representing the interests of the BoD when approached by voting or supporting members of Art Matters with questions or concerns. Acting in accordance with Art Matters Bylaws and Policy Handbook at all times.
 - Ensuring to the best of their ability that the Art Matters BoD fulfills its legal duties and obligation to the Art Matters Festival. The 5 key organizational responsibilities of a BoD (as provided by The Centre for Community Organizations or COCo) are: (1) fostering Art Matters' vision (2) monitoring its performance (3) developing its policy (4) ensuring the organization fulfills its legal responsibilities and (5) ensuring the organization acts with loyalty, honesty, diligence, and care.
 - Conduct an annual revision of Art Matters' Bylaws, Policy, and Coordinator Contracts (3) and proposing appropriate changes and updates to these documents as needed, with the support of the BoD.
 - Serving as the signing authority for the BoD and issuing the Art Matters Coordinators their self-evaluations at the end of each semester.
 - Be aware of the responsibilities of the Board Members, be able to answer questions regarding their role.
5. The Secretary is responsible for taking minutes at each BoD meeting, GM, and AGM. They email minutes to all board members and coordinators within three days of the meeting.

B. REMOVAL FROM OFFICE

- As outlined in the bylaws, if a board member is absent from three board meetings, they may be immediately terminated following a majority vote of the remaining board members.

C. COMMUNICATION BETWEEN ADMINISTRATIVE STRUCTURE AND GOVERNING BODY

1. The Chair of the BoD will present, in coordination with the coordinators, an agenda each meeting that outlines any motions, plans, or problems that require the council of the BoD. Upon the presentation of the agenda, all present members are able to add, subtract, or edit agenda points in agreement with other present members.
2. The Festival coordinators must seek the council of the BoD on all matters pertaining to the content and execution of the Art Matters Festival, Art Matters Festival Policy Handbook, and corresponding bylaws.
3. The Festival coordinators must consistently present the running budget at each BoD meeting, as well as any financial statements.
4. The Festival coordinators are evaluated twice a year by the BoD in a peer-written written evaluation process. These evaluations seek to affirm all coordinators have committed equitably to their duties.
 - Evaluations are issued by the Chair after having been approved in form by the BoD. The evaluations are issued in short-answer form, asking coordinators to evaluate their colleagues' performance, in addition to their own. They are to be issued in December and in March.
 - Should the evaluations expose a discrepancy in the commitments or capacities of certain coordinators, the BoD must issue a plan to redistribute workload, to redistribute payment, or to issue a warning of termination to the coordinator(s) in question, as previously described.
 - The issuing of a plan to redistribute workload can take the form of demanding the coordinator in question of a discrepant commitment to the festival procure a task list and corresponding deadlines in assignment to themselves to resolve the discrepancy.
5. The coordinators must sit in an advisory, non-voting capacity at each board meeting, unless a closed-session is requested, as permitted by the motioning of any board member.
 - Coordinators must be granted access to the minutes of any closed-session (within the context of a typical meeting or an entirely closed meeting) within two days of said closed-session.
 - Closed-session here refers to a board meeting in which non-voting members (i.e. coordinators) are requested to leave or remain

temporarily leave absent from the meeting space.

6. If the majority cannot agree on an alternative method of moderating meetings, by default, the Board meetings are to be facilitated according to Robert's Rules of Order.

VIII. NON-SALARIED EMPLOYEES (aka Executives, "Execs")

A. POSITION APPLICATION PROCEDURES

1. Art Matters mandates creating opportunities for students within arts related environments, and therefore creates job opportunities for students to develop skills within a semi-professional context. Art Matters typically offers around 10 positions paid via honorarium throughout the year. These positions have previously included: web programmer, graphic designer, translator, event photographer, artistic documentation photographer, English copy editor, French copy editor, volunteer coordinator, technician(s), poster pal, driver, press coordinator, archivist, governance intern/non-voting Chair.
2. Every position with the exception of the web programmer must be offered exclusively to Concordia University undergraduate students.
3. Job offers for executives may not exclude certain faculties of Concordia University students from applying. Job offers for executives must not exclusively be offered to Fine Arts students.
4. All job offers must be circulated at least through the Concordia Fine Arts email list. Additional promotion can include online postings, flyer, poster, or the use of email lists of other departments. The diffusion of job postings is the duty of the Outreach Coordinator.
5. Job offers for non-salaried positions must extend at least three weeks between date of diffusion and deadline to apply.
6. Job postings must include at minimum: eligibility, description of tasks, and compensation.
7. Job postings must ask at minimum a cover letter.
8. Applications must be shortlisted by all three coordinators.
9. Candidates must be interviewed by at least two coordinators, or at least interviewed one coordinator and one board member. No candidate shall be offered a non-salaried position if they have only been interviewed by one coordinator.

10. In the instance that coordinators disagree between two candidates for a non-salaried position, and the third coordinator remains indifferent (i.e. does not determine either candidate incompetent or problematic), the coordinator who liaises primarily with the position shall hire the candidate of their preference.
 - The primary liaison of any position related to publication, documentation, and promotion is the Outreach Coordinator. This includes the positions of web programmer, graphic designer, translator, copy editor(s), photographer(s), press coordinator, poster pal.
 - The primary liaison of any position related to the coordination of programming or the technical execution of programming is the Exhibitions Coordinator. This includes the positions of volunteer coordinator, technician(s)
 - In the event a coordinator does not consent to the hiring of a candidate, they may pursue the council of the BoD in order to defer the candidate's application via a 5-person vote.
11. Candidates may be evaluated on their competence, their availability (as expressed rather than inferred), their critical thinking skills, their commitment to the mandate of the festival.
12. All job offers will explicitly prioritize candidates who may have difficulty finding employment based on marginalization. All job offers will include an employment equity clause that suggests candidates seeking employment equity may express so within their cover letter.
13. Following being hired, all non-salaried must sign a contract as reviewed and cosigned by at least two coordinators. The contract must outline the duration of the contract, the compensation awarded in its completion, and the tasks to which its signees are held accountable. Any differences in the contract from the description in the initial job posting must be clearly communicated to the candidate.
14. Compensation must be outlined clearly in the contract in regards to expected arrival dates and increments of payments in correspondence with certain tasks.
15. It is the duty of the Administrative Coordinator to remunerate non-salaried employees via honorarium through the University's cheque request system.

B. RESPONSIBILITIES

1. MEDIA RELATIONS ASSISTANT

- A Media Relations Assistant maybe be hired to work in collaboration with the Outreach coordinator in elaborating a promotion and outreach strategy for the festival, writes and disseminates press releases. As per the Outreach coordinator's workload, they may take on further responsibilities such as occasionally managing social media accounts, help to put together a press kit, provide expertise on dealing with press, archiving press mentions, and liaising with photographers and videographers to obtain appropriate content.

2. GRAPHIC DESIGNER

- The Graphic Designer's responsibilities include but are not limited to:
 - Respecting festival assigned deadlines
 - Providing mock-ups to the coordinators within 7 days prior - or earlier - to all deadlines
 - Acting in a responsible and professional manner while representing Art Matters and Concordia University
 - Reporting to the Art Matters Coordinators minimally on a bi-weekly basis to communicate progress of the design materials
 - Communicating with the Web Programmer to provide some images and creative input as the website is updated through the year
- The Graphic Designer will design all documents relating to the Art Matters Festival. This includes but is not limited to:
 - Aesthetic proposals for the festival over the course of Summer 2017, entailing proposals, palettes, and some design mock-ups, that may or may not build off of the festival's current visual identity
 - 1-2 posters per month from September 2017-April 2018 and corresponding social media banners
 - Art Matters Festival web graphics
 - Art Matters Festival annual exhibition catalogue in January 2018, with the assistance of an Editor
 - Informative pamphlets and some merchandise throughout the year
 - A large scale poster template to be used by various curators of the Art Matters Festival

3. TECHNICIANS

- The Technical Director will aid Art Matters in all and any technically oriented tasks upon the request of the Art Matters Coordinators.
- The Technical Director will assist the Art Matters Coordinators and Curators with a number of tasks such as assisting with the setup and takedown of tech equipment for closing and opening parties. The Technical Director will also assist curators and/or artists in the setup and/or takedown of technical (audio and/or visual) works during the installation and takedown of the exhibition, and will assist technically during vernissages only if requested by the curator.
- The Technical Director responsibilities include but are not limited to:
 - Assisting the Art Matters Coordinators at Nuit Blanche, the closing party, throughout the festival, and setup and takedown during any of these event.
 - Scouting for technical equipment upon the request of Curators. This is only required in the event that Art Matters cannot supply the technical tools in and of themselves: only then is the Technical Support Executive requested to find such usable tools on his own time, while meeting the financial means provided by Art Matters.
 - Acting in a responsible manner while representing the Art Matters Festival and Concordia University.

4. VOLUNTEER COORDINATOR

- The Volunteer Coordinator will aid Art Matters in gathering volunteers and informing these volunteers on positions available.
- The Volunteer Coordinators must responsibly manage the tasks needed and asked of them between each other as equally as possible.
- The Volunteer Coordinator's responsibilities include but are not limited to:
 - Scheduling volunteers and ensuring that the volunteers selected for duties meet the needs of the venue coordinator (curators) as specified by the Coordinators and venue coordinators.
 - Assisting the Coordinators at the closing party, and throughout the festival.
 - The Volunteer Coordinator will also be responsible to source "perks" for the volunteers. (i.e. a thank-you package with perks from sponsors, a get-together, etc.), as well as arranging for volunteers to receive said perks.

- Acting in a responsible manner while representing the Art Matters Festival and Concordia University.
- The Volunteer Coordinator will report to the Art Matters Coordinators on a regular basis to provide progress and gain input on the festival.

5. COPY EDITOR(S)

- The Copy Editor's responsibilities include but are not limited to:
 - Providing work to the Outreach Coordinator and Translator (French Copy Editor only) promptly in accordance to deadlines.
 - Acting in a responsible and professional manner while representing Art Matters and Concordia University

6. TRANSLATOR

- The Translator's responsibilities include but are not limited to:
 - Respecting festival assigned deadlines
 - Providing mock-ups to the Outreach Coordinators within 7 days prior - or earlier - to all deadlines
 - Acting in a responsible and professional manner while representing Art Matters and Concordia University
- The Translator, as an independent contractor, will provide services for translation as outlined (including deadlines) by the Art Matters Outreach Coordinator.

7. EXHIBITIONS PHOTOGRAPHER AND/OR VIDEOGRAPHER

- The Event Photographer/Videographer's responsibilities could include but are not limited to:
 - Documenting all the vernissages of Art Matter's two-week exhibitions.
 - Documenting Art Matter's one-night events.
 - Documenting Art Matter's special events, such as the opening party and closing party.
 - Producing a video short with the footage shot throughout the festival.
 - Acting in a responsible and professional manner while representing Art Matters and Concordia University.

8. WEB PROGRAMMER

- The Web Programmer's responsibilities include but are not limited to:
 - Respecting festival assigned deadlines
 - Acting in a responsible and professional manner while representing Art Matters and Concordia University
 - Reporting to the Art Matters Coordinators to communicate progress of the Art Matters website and the Archives website.
- The Web Programmer will be supported by the ongoing communication of the festival's outreach coordinator and graphic designer, including the availability of images, text, and designs to be featured on the website.

C. TERMINATION

1. Non-salaried members are eligible to have their contracts terminated in correspondence with the termination clauses determined in each contract.
 - The standard termination clause will specify that a non-salaried employee who is negligent toward their duties or obstructive of their contract is issued a warning detailing tasks required to be completed and corresponding deadlines in order to hold the non-salaried employee accountable to their contract. In the case the employee does not hold themselves accountable, they are eligible to be terminated immediately by the coordinators following the approval of the BoD.
 - As detailed in contracts, non-salaried employees will be compensated in increments of payments that correspond to the completion of specific tasks or countable hours of labour. As such, an employee terminated from the festival is eligible to receive some payment if contracted tasks have been completed in correspondence with the contract's demands.
 - Any termination or alteration of projected payment must be reviewed and approved by the BoD.
2. Any non-salaried employee is eligible to resign at any time and will be compensated for tasks completed as outlined in their contract.
3. If a non-salaried employee is terminated or resigns two months prior to the onset of the festival, a replacement must be sourced by diffusing a job posting with the same eligibility requirements as the initial job posting.

4. If a non-salaried employee is terminated or resigns less than two months prior to the onset of the festival, a replacement may be sourced by diffusing a job posting not limited in any eligibility requirements, by a private job offer made by coordinators to an individual approved by the BoD, or the work may be re-distributed among coordinators or non-salaried employees. Compensation thereof should reflect the money allocated within the terminated contract in addition to the portion of time required to devote labour to become familiar with the urgent tasks required. This adjusted compensation must be approved by the BoD.

IX. CURATORS

A. POSITION APPLICATION PROCEDURES

1. Students submit their candidature to curate Art Matters exhibitions during the Fall semester, and are reviewed by the Curator Selection Jury in order to be accepted as curators.
2. Students must be enrolled in at least one Fine Arts class in order to submit their candidature.
3. Students may apply in pairs, groups of three, or as individuals to curate with Art Matters.
4. The call for curators must at least be circulated through the Fine Arts listserv, and must contain a description of the tasks expected of curators and the opportunities they are provided.
5. Curators must submit at least an exhibition proposal to the Curator Selection Jury via the Art Matters coordinators. Coordinators may request other documents including a sample curatorial statement, a letter of interest explaining candidates' backgrounds/practices, and/or a mood board.
6. Upon acceptance, curators must meet with the coordinators to review the curator contract and to be proposed potential venues.
7. Upon acceptance, curators are invited to participate in an obligatory curatorial workshop that seeks to provide suggestions to the student curators for successful exhibitions and to foster exchange between the curators as a group.
8. Upon acceptance, curators are provided a curator guidebook that explains important dates and detailed descriptions of tasks for their participation in

the festival. This is coordinated primarily by the Exhibitions Coordinator.

9. Upon acceptance, curators are given access to artist applications during the Winter break, are explained clearly a process of selecting preferred artists, and are invited to the Artist Selection Jury.
10. Curators are provided both a transportation and expenses budget overseen by the Administrative Coordinator.
11. Curators are provided the contact details of a festival technician at least one month in advance of the onset of the festival. It is a joint responsibility of the curator and the technician to develop a plan of execution prior to the installation of the curator's exhibition.
12. Curators are individually provided an honorarium of \$75 following the festival.

B. RESPONSIBILITIES

1. Curators are responsible for developing a thoughtful and meaningful curation theme that allows them to remain reasonable flexible through the jurying process.
2. Artist Selection Jury: All Art Matters curators must be present throughout the entirety of the jury process where each proposed artist grouping and conflict is reviewed. The Exhibitions Coordinator shall provide all curators with access to the anonymous artist applications at least one month prior to the Artist Selection Jury. In order to assure that all applications are reviewed and that all applying student artists have a fair chance to have their work considered, the curators are expected to have reviewed each artist application prior to the jury. Curators must be attentive and take notes throughout the review period. Curators are expected to submit the lists of artists that they would like in their show from the pool of applicants to the Exhibition Coordinator at a fixed deadline prior to the jury. Confirmed artists and conflicted propositions will be sent back to the curators at least 3 days before the jury, where curators have the opportunity to politely negotiate with other curators when the same artwork is wanted in two or more shows.
3. Art Matters Communications: Curators must heed instructions given them by Art Matters Coordinators about deadlines for final theme, artist list and other media submissions. They must also adhere to the dates given them for install, take down, celebratory event.
4. Organization of install, take down, celebratory event: each Curator is

responsible for liaising with their artists, venue managers and other stakeholders in a timely and professional manner

5. Curators are responsible for locating the proper tools and supplies for their exhibits and to develop printed matter (vinyl signage, etc.) in consultation with their gallery contact and the Outreach Coordinator.
6. Curators must communicate their volunteer needs in a timely manner with the Volunteer Coordinator.
7. Curators must send all curatorial statements, images, artist statements, etc., by the date requested by the Outreach Coordinator and put up signage requested by the Outreach Coordinator to indicate the shows participation in the Art Matters Festival.
8. Every curator is expected to meet with their selected artists to discuss their projects, technical needs, and responsibilities as participants of said exhibition. This includes facilitating the signing of artist contracts and the collection of artist payment information, to be provided to the Administrative Coordinator in accordance with set deadlines.
9. As a representative of the Art Matters Festival and Concordia University, curators are expected to maintain good relations with the venue owner/coordinator so as to not tarnish the image of the Festival or the University and to ensure possible future collaborations with the said venue. Curators are responsible for cleanup (including painting and plastering the walls if needed) after their show to the satisfaction of the venue, and during the dates of the rental period. Should they fail to do so, the amount allocated for curatorial expenses will not be reimbursed. Setup, take-down and cleaning must be done in the time allotted by the gallery contact person.
10. Every Art Matters Festival curator is required to be present for the entire duration of his or her exhibition's install and take down period. Every installation requires the assistance of one of the Art Matters Festival technicians and the possible technical support of Art Matters interns as requested by the curator to the Exhibition coordinator.
11. Communicate with the Exhibitions Coordinator in a timely manner.

C. CONDITIONS FOR OBTAINING FUNDING

1. Every curator of the Art Matters festival is allotted a transportation budget of \$100 and an exhibition expense budget of \$300 that may be reimbursed at the closure of the festival. No sum will be reimbursed without an

original receipt submitted to the Administrative Coordinator as directed in the Curator Handbook. Curators should not expect reimbursement for six weeks following their filing of their reimbursement form.

D. TERMINATION

1. If a curator fails to meet the obligations outlined in this document, the Exhibitions coordinator will issue a formal warning by email. The curator will be removed from said position by consensus of Art Matters coordinators if he/she continues to fail to meet contractual agreements outlined in the contract after the first warning.
2. If the Art Matters coordinators fail to find consensus, the issue will be tabled at a SGM of BoD members who can vote by two-thirds majority for the immediate dismissal of the acting party.

X. ARTISTS

A. POSITION APPLICATION PROCEDURES

1. All artists selected to exhibit their work at the Art Matters Festival are selected through an open call for submissions that is circulated to all Fine Arts undergraduate students and the wider undergraduate student population of Concordia University. Curators select artists for exhibition through an online application forum and finalised in a jury session open only to Art Matters Festival curators and coordinators
2. When selected, each artist of the Art Matters Festival will sign a contract outlining their responsibilities and confirming their commitment towards exhibiting artwork in the Art Matters Festival.

B. RESPONSIBILITIES

1. Artists are expected to be in good communication with their curator on the topic of their respective projects. They are responsible for providing their curator with project related information (e.g. project statement, artist

statement, documentation) for the festival catalogue and the curator's promotion of their exhibition.

2. Every artist must be present for the installation and take down of their individual art works. Artists must be present to drop off their work at the EV or VA buildings for transport (if needed) on the day of their installation.

C. CONDITIONS FOR OBTAINING ARTISTS' FEES

1. Every artist is required to provide their curator with pertinent payment information (full name, address telephone number, sin number, date of birth, student id, email and artwork title). This information must be compiled in the artist contact info form, to ensure that every artist of the Art Matters Festival receives their \$75 honorarium for their contribution to the Art Matters Festival. This amount will be sent out in cheque form, approximately six weeks after the closure of the festival.

D. TERMINATION

1. If the artist fails to meet the obligations outlined in this document or acts in opposition of the mandate, as well as fails to perform the duties required of them by their curator, one formal warning will be issued by email by their Curator with the festival coordinators cc'd.
2. If the artist continues to fail to meet their responsibilities and the curator can no longer work with the artist, they must arrive at a consensus with the coordinators to withdraw the artist's participation in the festival

XI. ENTERTAINMENT CONTRACTS

A. POSITION APPLICATION PROCEDURES

1. Entertainers who may perform at the festival's various one night events (Info Party, Nuit Blanche, Opening/Closing Party) are selected and hired by Art Matters Coordinators.

2. Some entertainers, selected for their ability to draw a larger public, may come from outside of Concordia's undergraduate student community. When selected, each entertainer will sign a contract with Art Matters Festival outlining their responsibilities and compensation at least one month in advance of their scheduled performance.

B. RESPONSIBILITIES

1. Entertainers must be present for soundcheck or rehearsal as per the Coordinators' instructions. They are expected to be in good communication regarding the technical needs of their performance. They are responsible for providing the Coordinators with project related information in a timely manner.

C. CONDITIONS FOR OBTAINING PAYMENT

1. The Administrative and Financial coordinator is required to have performers provide them with pertinent payment information (full name, address telephone number, sin number, date of birth, student id (if relevant), and email). The amount agreed upon in the performer contract will be sent out in cheque form, approximately six weeks after the event.

D. TERMINATION

1. If the performer fails to meet the obligations outlined in this document or acts in opposition of the mandate, as well as fails to perform the duties required of them by Art Matters Festival, one formal warning will be issued by email by a Coordinator.
2. If the performer continues to fail to meet their responsibilities and Art Matters Festival can no longer work with the artist, their contract may be terminated at the consensus of the Coordinators.

XII. VOLUNTEERS/INTERNS

A. RESPONSIBILITIES

1. Art Matters festival volunteers/interns are expected to be present for the duration of the hours in which they committed themselves for. Their failure to do so will result in their removal from further committed hours on the intern schedule.
2. Volunteers/interns will be required to assist with special events, gallery sitting, opening party duties, bartending, etc.

B. PRIVILEGES

1. The Volunteer Coordinator will cooperate with coordinators to devise a suitable reward for the volunteers who generously give their time to help the festival. Some past examples have been free entry to events, beer tickets, tote bags, and gift certificates to Concordia stores.

C. RECRUITMENT

1. Volunteers are recruited through an open-call followed by a meeting to happen mid-February. This meeting, facilitated by the Volunteer Coordinator, will outline their role in the festival's activities and give an overview of the Art Matters Festival.

XIII. MEMBERSHIP GUIDELINES

A. MEMBERSHIP ELIGIBILITY

1. Voting Members: All full time and part-time undergraduate students of Concordia University who subscribe to the student fee levy are eligible to be voting members.
2. Supporting Members: All full and part-time faculty and staff, in addition to other interested persons, are eligible to be supporting members.

B. MEMBERSHIP RIGHTS: VOTING MEMBERS

1. All voting members are eligible to vote at the AGA.
2. All voting members may be nominated to the Board of Directors.
3. All voting members may apply for consideration as Art Matters coordinator, non-salaried contract position, curator, artist or volunteer.
4. All voting members may propose an Art Matters Festival related special project or active participation in any Art Matters Festival related event.
5. All voting members may have access to the bylaws and policies of the Festival with notice of amendments within two weeks of the AGM.
6. All voting members may have access to the minutes of any meeting of the Board of Directors no more than 10 days following any meeting.
7. All voting members may have access to the minutes of any AGM no more than 10 days following the AGM.
8. All voting members are eligible to sign up for any Art Matters Festival hosted event with limited enrolment availability.
9. All voting members are eligible to apply for any monetary grant given by the Festival in the event such grants are made available. Please note that the use of Art Matters Festival equipment or resources is restricted to exhibitions and events.

C. MEMBERSHIP RIGHTS: SUPPORTING MEMBERS

1. All supporting members may attend the AGM.
2. No supporting members may vote at the AGM.
3. All supporting members are eligible for appointment to the Board of Directors.
4. Any supporting member who sits on the Board of Directors will act in an advisory capacity only.
5. No supporting member can cast a vote on the Board of Directors.

D. MEMBERSHIP RIGHTS: ALL MEMBERS

1. All members have access to Art Matters Festival facilities; events and exhibitions such as they exist, for example: Art Matters website, Art Matters events and exhibitions, Art Matters vernissages and parties, Art

Matters publications, Art Matters archives.

E. DISCONTINUATION OF MEMBERSHIP

1. Any members, voting or supporting who physically compromise or damage any part of space occupied by the Art Matters Festival (off site rentals or onsite occupations) may have all membership rights and privileges discontinued.
2. Any member known to be guilty of discriminations towards any other member on the basis of race, colour, sex, creed, civil status, language, social status, sexual orientation, ethnic or national identity, ability status, age or for reasons of censorship, may have all member rights and privileges discontinued.