

ART MATTERS FESTIVAL BYLAWS

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I. Definitions

- “Art Matters” shall mean The Art Matters Festival.
- “Art Matters Festival Policy Handbook” shall refer to a document voted on by the Board of Directors that outlines Art Matters Festival procedures and practices.
- “ByLaws” shall mean the present ByLaws, ,any other Bylaws of Art Matters that are in force at the time as well as any amendments thereto;.
- “Business day” shall refer to Monday through Friday excluding public holidays in the province of Québec.
- “Community arts organization” shall refer to any businesses or nonprofit organizations operating in the domain of the arts in Montreal, Québec but outside Concordia University’s jurisdiction.
- “Curator” shall refer to a Concordia undergraduate student who selects a body of work to be shown within the context of Art Matters.
- “Events” shall refer to all public events that are part of the festival including but not limited to workshops, parties, speaker presentations and vernissages.

- “Exhibition” shall refer to shows organized by a festival Curator in a venue provided by Art Matters.
- “Fee levy” shall refer to funds collected from Concordia undergraduate students on a per credit basis.
- “Majority” shall mean a simple majority vote (50% plus one vote).
- “Member” shall mean all Concordia undergraduate students who contribute to the festival’s fee levy.
- “Non-salaried employee” shall mean a person who is working for Art Matters and receiving an honorarium in exchange for the service they provide to the festival.
- “Salaried employee” shall mean a person who is working for Art Matters and receiving a salary in exchange for the services they provide to the festival.
- “Student organizations” shall refer to organizations of Concordia University that levy their own fees, and whose mandate is to serve Concordia University undergraduate students.
- “Supporting Members” shall refer to faculty members of Concordia University and members of the community at large participating in the Art Matters Festival meetings with non-voting capacities.
- “Voting Members” shall mean a full-time and part-time undergraduate students attending Concordia University who contribute to the festival’s fee levy.

II. Organization

1. Art Matters is an annual student-run arts festival that promotes undergraduate student artwork produced at Concordia University within the city of Montréal at large.
2. The curation and exhibition of Concordia University undergraduate student art is the priority of the festival.
3. Art Matters uses funds from an undergraduate student fee levy to operate.
4. Art Matters must be coordinated by three (3) salaried employees, except in the case of a breach of contract.
5. The Art Matters salaried employees hire a team of non-salaried employees that support the festival in specialized tasks. More details on these positions can be found in the Art Matters Festival Policy Handbook.
6. Art Matters employees may only serve for a one (1) year term in the position they were hired, to allow as many students the opportunity of employment with Art Matters.
7. Events are planned in order to engage more students and create a space for the exchange of experience and information.
8. Art Matters aims to give Concordia undergraduate students professional experience in the domain of the arts including but not limited to promotional, managerial, administrative, artistic, curatorial and various other supporting capacities.
9. Whenever the option is presented, Art Matters will employ undergraduate students instead of seeking external sources for paid services.
10. Art Matters operates year round, training new coordination for the passing over of the positions and communicating with community organizations to explore potential collaborations that may benefit the Concordia community.
11. Application to Art Matters is open to all members, though applicants must proceed through equal selectional processes.

12. Art Matters ensures that there is sufficient coverage and media attention to allow for the continued and sustained interest of the Montréal community in Concordia Fine Arts production.

III. Mandate

1. 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.
2. Art Matters takes place in March. Exhibitions curated by students are spread out over three to four weeks, punctuated by our signature events.
3. 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.
4. Art Matters gets people together. We encourage students from different artistic practices and backgrounds to exchange ideas.
5. Art Matters supports new ideas. We promote diverse artistic approaches, processes, and risk-taking.
6. 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.
7. 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.
8. Art Matters makes it known that Art Matters!

IV. Membership

1. Voting Members
 - a. All full time and part time undergraduate students at Concordia University are voting members of Art Matters, unless such membership is revoked as set out in article IV-6 (Discontinuation of Membership).
2. Access to Art Matters Facilities, Events and Exhibitions

- a. All members have access to Art Matters events and exhibitions such as they exist, as well as:
 - i. Art Matters website
 - ii. Art Matters publications
 - iii. Art Matters archives
 - iv. Art Matters ByLaws and Policy Handbook, hard copies of each can be found in the Fine Arts Reading Room
 - v. Art Matters email send-outs
- b. Festival coordinators shall be granted access to a shared private office, and access to other members can be made available through appointment or publicized office hours.
 - i. Coordinators are granted keys to this office and coordinators must be present when other members are in the space.

3. Rights of Voting Members

- a. All voting members have the right to vote at any Annual General Meeting, General Meetings and Special General Meeting (hereafter referred to as AGM, GM and SGM).
- b. All voting members are eligible to become elected members on the Board of Directors (hereafter referred to as BoD), with the exception of salaried and non-salaried employees.
- c. All voting members may apply for salaried employment with Art Matters with the exception of elected BoD members, who will be unseated from the BoD should they become employed.
- d. All voting members may apply for non-salaried employment for Art Matters, with the exception of salaried employees and elected BoD members.
- e. All voting members may apply to be a curator for Art Matters, with the exception of salaried and non-salaried Art Matters employees and elected BoD members. Non-salaried employees may be considered for curator positions subject to be reviewed by the salaried employees and BoD.
- f. All voting members may apply to be an artist for Art Matters, with the exception of salaried Art Matters employees and Art Matters curators.
- g. All voting members are eligible to attend any Art Matters Festival hosted event based on capacity.
- h. All voting members are eligible to apply for any monetary grant given by the Festival in the event that such grants are made available, with the exception of salaried Art Matters employees and elected BoD members.
- i. All voting members may propose an Art Matters Festival related special project and offer their active participation in any Art Matters Festival related event.

- j. All voting members may have access to the minutes of any meeting of the BoD by request. These minutes must be available to the members within ten (10) business days after the BoD meeting.
 - k. All voting members may have access to the minutes of any Art Matters AGM, GM or SGM. These minutes shall be made available to the members within ten (10) business days after the meeting.
 - l. If a voting member should have a conflict with the festival, the proper procedure is to first contact the coordinating team, through the position managing outreach (i.e. Outreach Coordinator). If the issue cannot be resolved between the voting member and coordinating team, the member can approach the BoD through its chair.
4. Supporting Members
- a. All full time and part time faculty members of Concordia University and members of the community at large interested in the Art Matters Festival may become supporting members of Art Matters.
5. Rights of Supporting Members
- a. Supporting members can attend any AGM, GM and SGM, with the exception of closed-door meetings and sessions.
 - b. Supporting members are not eligible to become voting members at any AGM, GM or SGM.
 - c. Supporting members may attend BoD meeting upon special request or invitation.
 - d. Supporting members are not eligible to become elected members of the BoD.
 - e. Supporting members can be employed for non-salaried positions, though preference to undergraduate fine arts students should be maintained as previously stated.
 - f. Supporting members, such as live performers from the community at large, can be hired to participate in Art Matters events, though they cannot submit artwork to exhibitions.
 - g. If a supporting member should have a conflict with the festival, the proper procedure is to first contact the coordinating team, through the position managing outreach (i.e. Outreach Coordinator). If the issue cannot be resolved between the supporting member and coordinating team, the member can approach the BoD through its chair.
6. Discontinuation of Membership

- a. Any voting member or supporting member who willfully damages the reputation of Art Matters or disrupts the functioning of the festival may have all membership right and privileges revoked.
 - i. Any member known to be guilty of discrimination or harassment is at risk of having member rights and privileges discontinued. Any member known to be guilty of illegal activity is at risk of having member rights and privileges discontinued.
 - ii. The discontinuation of membership of a voting member or supporting member shall be decided upon a majority vote of the BoD.
 - iii. The discontinuation of membership is effective until the next AGM.
- b. Voting members are given the opportunity to discontinue their membership by opting out of the Art Matters fee levy during the fee levy opt-out fair, which takes place once every semester following Concordia University's Add-Drop deadline.

V. Board of Directors

1. Composition

- a. The BoD shall be constituted of Art Matters voting members.
- b. Art Matters voting members elected to sit on the BoD become "elected BoD members".
- c. Elected BoD members can vote during BoD meetings.
- d. The BoD shall be constituted of a minimum of five (5) and a maximum of nine (9) elected members.
- e. Art Matters salaried employees sit on the BoD as non-voting members. They communicate daily operation, concerns and other items of business to the BoD on a monthly basis.
- f. All members of the BoD serve without remuneration, with the exception of the Art Matters coordinators and the hired Chair.
- g. Elected BoD members' positions include a Secretary.
- h. The positions of elected members shall be decided upon at the first BoD meeting held after the appointment of a new BoD. In the case of one candidate per position the decision shall be made by consensual agreement of all seated elected BoD members. In the case of more than one candidate per position, the decision shall be made by a majority vote by all seated elected BoD members. The positions should be filled according to the skills, experience, and interest of the elected BoD members.

2. Rights and Responsibilities

- a. The BoD members have the right to create special committees. As least one (1) elected member of the BoD shall sit on any such committee and shall act as the coordinator of the committee they sit on.
- b. Chair: Non-voting member; Calls meetings to order, composes meeting agendas and sends all relevant documents to all BoD members at least seven (7) days prior the meeting. Ensures to the best of their ability that the Art Matters BoD fulfills its legal duties and obligation to the Art Matters Festival. Conducts scheduled revisions of Art Matters documents and proposes revisions and updates as needed. Serves as the signing authority for the BoD. Serves as the primary point of contact for members communicating with the BoD. Issues the Art Matters Coordinators self-evaluations at the end of each semester.
- c. Secretary: Records the minutes of all BoD meetings and submits them within ten (10) business days of meetings. Maintains a record of all minutes recorded at BoD meetings, AGM, GM and SGM, including a copy of the agenda of each meeting and a copy of any report or other material presented at each meeting.
- d. BoD members may not serve as curators.
- e. All conflicts that arise should be presented at the next BoD meeting. If a resolution cannot be found at that meeting, a meeting shall be scheduled with the coordinating team, the concerned Board member(s), and the Student Relations Coordinator. If a resolution is still not reached, an external source may be contacted for consultation. This source must be a non-profit organization who specialized in aiding other non-profit groups in conducting fair and effective operations.
- f. BoD members may not approach individuals (including non-salaried employees), groups, or institutions on behalf of the festival. Matters that extend beyond the BoD must be communicated through the administrative body i.e. coordinating team.

3. Term

- a. Elected BoD members' term begins with their election and ends at the following Art Matters GM.
- b. The BoD can decide by a majority vote to put an end to the term of an elected BoD member if this elected BoD member misses two (2) or more BoD meetings without justification throughout their appointed term.
- c. An elected BoD member has the right to resign, in writing, to the BoD.
- d. If the resignation of one (1)(or more) elected BoD member(s) results in the BoD's incapacity to meet quorum, decisions may be made at BoD meetings without quorum. These decisions shall not be binding and must be revisited at the next GM, SGM or AGM where quorum is reached.

4. Regular BoD Meetings

- a. Regular BoD meetings are held once a month during the Fall and Winter school semesters.
- b. Elected and non-voting BoD members shall attend BoD meetings.
- c. In the case of passing motion, the majority of the elected members of the seated BoD must be present during voting in order for said motion to be carried. Decisions will be made by majority vote.
- d. One (1) elected member of the BoD shall equal one (1) vote.

5. Summer Term

- a. During the summer term (May 1 -August 31), BoD meetings shall happen when called by seated BoD members.
- b. During the summer term (May 1- August 31), decisions may be made at BoD meetings without quorum. These decisions shall not be binding and must be revisited in the fall, or at a BoD meeting where quorum is reached.

6. Transition Between Past BoD and New BoD

- a. The incoming BoD has the right to access BoD materials from the previous year(s) and will be provided these upon request.
- b. The incoming BoD shall receive from the outgoing BoD the Chair's email account and other relevant materials, no more than two (2) weeks after the GM at which the outgoing BoD was unseated.
- c. Once a new Chair is hired to the BoD, the Chair shall be provided access to the BoD email account.

7. Art Matters Festival Policy Handbook

- a. The BoD may enact policy to fulfill its responsibilities and powers, as well as the mandate and objectives of Art Matters, as outlined in the present ByLaws. Such policy must always be congruent with the Art Matters ByLaws and, in instances where conflict arises, the ByLaws shall take precedence over the Art Matters Festival Policy Handbook.
- b. The BoD shall enact a policy by validating it with a majority vote.
- c. All policies enacted by the BoD shall be recorded and contained in the Art Matters Festival Policy Handbook.

VI. Assembly

1. General Meeting (GM)

- a. Notice of Meeting
 - i. GMs are called in coordination with non-voting members (i.e. the coordinating team)
 - ii. Once called, a GM must abide by the posting requirements outlined in Section VII-4 of the present document.
 - b. Proceedings
 - i. A GM must take place in a space accessible to all Art Matters members based on estimation of attendance.
 - ii. The Chair and Secretary of the GM shall be selected by the BoD and may not run as candidates for the BoD.
 - iii. The voting body of a GM consists of all voting members present.
 - iv. Motions at a GM are carried by a majority vote of the voting body.
 - c. Frequency of General Meetings
 - i. At least one GM in addition to the AGM must be held per year.
 - ii. The first GM of the year shall be held during the first month of classes in the fall semester.
 - iii. The proceedings of the first GM of the academic year are the same as subsequent GMs, with the exception that the new BoD must be voted in before the end of the first GM, during which new members will assume their position immediately upon counting the ballots.
2. Annual General Meeting (AGM)
- a. An AGM must take place in a space accessible to all Art Matters members based on estimation of attendance.
 - b. An AGM must be held every year following the completion of the festival in March. The AGM must be scheduled on a day during which there are regularly scheduled classes.
3. Special General Meeting (SGM)
- a. Notice of Meeting
 - i. A SGM must take place in a space accessible to all Art Matters members based on estimation of attendance.
 - ii. The Chair and Secretary of the SGM shall be selected by the BoD and may not run as candidates for the BoD.
 - iii. The voting body of a SGM consists of all voting members present.
 - iv. Motions at a SGM require a two-thirds (2/3) vote of the voting body to be carried.
 - b. An SGM may be called in the event of an emergency to facilitate the ratification of change to the ByLaws.

VII. Communications

1. Website

- a. Content of the website must always include:
 - i. Contact information of the Coordinators, including official e-mails and office mailing address.
 - ii. Contact information of the Board of Directors, including the email monitored by the BoD chairperson.
 - iii. An indication that the Art Matters ByLaws and Policy Handbook can be found at the Fine Arts Reading Room.

2. Job Call-Outs

- a. Job call-outs must be communicated through the Fine Arts email list at minimum and, when applicable, posters in all building frequented by Fine Arts undergraduates.
- b. Job call outs shall be communicated no less than fourteen (14) days prior to pertinent deadlines.
- c. Job call outs must contain the specifications of application requirements and interview dates.

3. Event Postings

- a. Event postings shall be communicated through the Fine Arts email list.
- b. Postering for events is done by coordination and executive assistants for overarching festival events while curators are in charge of postering for individual exhibitions and performances. Posters shall be put up in all building frequented by Fine Arts undergraduates.
- c. Event postings shall be disseminated no less than seven (7) days prior the pertinent deadlines.

4. AGM and GM

- a. Shall be communicated through the Fine Arts email list and posters in all building frequented by Fine Arts undergraduates no less than ten (10) business days prior the meeting.

5. SGM

- a. Shall be communicated through the Fine Arts email list no less than three (3) days prior the pertinent deadlines.

6. AGM, GM, SGM and/or BoD Meeting Minutes
 - a. A digital version of the minutes can be requested by members and will be sent out by BoD chairperson within ten (10) business days.
 - b. A physical version of the minutes can be made available in the Fine Arts Reading Room by a member's request following an AGM, GM, or BoD meeting.

VIII. Financial Authority

1. Art Matters Fiscal Year
 - a. The fiscal year begins on June 1st and ends on May 31st.
2. Art Matters Funding
 - a. Art Matters is funded from an undergraduate student fee levy.
 - b. Art Matters is supported through Concordia University.
 - c. Art Matters may apply for additional funding to supplement the fee levy from Concordia undergraduate students.
3. Art Matters Budget
 - a. At the beginning fall semester, salaried employees shall present a projected budget for the year to come at the first GM, as well as to the BoD at their first meeting following their election at the first GM.
 - b. The budget shall be adopted by the seated BoD upon a majority vote.
 - c. An up to date version of the budget adopted by the BoD shall be presented to the Art Matters members at the AGM.
4. Financial Policy
 - a. All new financial policies shall be enacted upon majority vote of the BoD.

IX. Amendments to the ByLaws

1. The Bylaws should be reviewed and updated as needed on an annual basis by voting and nonvoting members of the BoD during the summer term.
 - a. These changes must be presented at the next GM, AGM or SGM. Coordinators and BoD members may present or propose changes.
 - b. Voting members can propose amendments at the aforementioned meeting to review bylaw changes. The final decision will be taken by the BoD at the next BoD meeting, with these proposed amendments in account.

X. Amendments to the Policy Handbook

1. The Art Matters Policy Handbook and annexes may be amended by a majority vote of the BoD.