

Galerie VAV Gallery

General Bylaws 2018

Concordia University

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I. MANDATE

- The VAV (Visual Arts Visuels) Gallery is a non-profit organization and democratically student-run exhibition space supported by a Concordia Fine Arts Undergraduate Student Fee Levy, located in the Visual Arts building at Concordia University, 1395 Rene Levesque W. Montréal, QC H3G 2M5, Canada.
- The Gallery seeks to showcase the excellence and diversity of artworks created by Concordia's Fine Art Students of all levels of experience and identities, for the university community and the public at large.
- The Gallery seeks to support emerging artists by acting both as an exhibition space and as a resource for learning by offering workshops, lectures by visiting artists, and special exhibitions.
- The Gallery is committed to diversity, inclusivity, and accessibility while seeking to reflect the scope of students within the Fine Arts Faculty. The Gallery affirms the inclusion of all people regardless of their age, race, culture, disabilities, illness, gender identity, marital status, nationality, citizenship, sexual orientation, or socioeconomic status.
- The Gallery aims to expand the University's commitment to a culture rich in diverse artistic discourse through collaboration and communication with various departments on campus.
- The Gallery aims to provide a training ground and learning facility for students to practice the skills of gallery management and operation and to develop their skills for professional presentation of their artwork.
- The Gallery carries on its operations without monetary gain, except for honorariums. Any profits or other accretions of the Gallery are to be used in promoting these objectives.
- The Gallery will represent its members as required by its bylaws and will be represented as an Affiliate Organization of FASA by sending one representative to all FASA Council meetings.
- Concordia is located on Kanien'kehá:ka traditional territory and all VAV employees must acknowledge that this is unceded land by starting each public event with: We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Kanien'keha:ka (Mohawk), a place which has long served as a site of meeting and exchange amongst nations.
- The VAV Gallery is wheelchair accessible.

- All purchases and investments made by the Gallery should be environmentally responsible and sustainable.

II. ORGANIZATION

1. VAV Gallery is coordinated by three (3) salaried employees, except in the case of a breach of contract, termination, or resignation, as outlined in the VAV Gallery Policy Handbook (Section 7.III), when the gallery may be operated by the two remaining coordinators
2. The curation and exhibition of Concordia University undergraduate student art is the priority of the gallery in accordance with the Exhibition Programming Policy found in Section 11 of the VAV Gallery Policy Handbook.
3. VAV Gallery uses funds from an undergraduate student fee levy to operate in accordance with Section 4 (Financial Policy) of the VAV Gallery Policy Handbook.
4. The VAV Gallery's salaried employees hire a team of non-salaried employees that support the Gallery in specialized tasks. More details on these positions can be found in the VAV Gallery Policy Handbook (Section 8).
5. VAV Gallery employees may only serve for a one (1) year term in the position they were hired (June to May) to allow as many students as possible the opportunity of employment with the Gallery.
6. Events are planned in order to engage more students and create a space for the exchange of experiences and new information, as outlined in the VAV Gallery Event Policies (Section 2 of the VAV Gallery Policy Handbook).
7. Whenever the option is presented, the VAV Gallery will employ undergraduate students instead of seeking external sources for paid services.
8. The VAV Gallery operates year round, with the previous coordination team training the incoming coordinators, passing over the positions, and communicating with community organizations to explore potential collaborations that may benefit the Concordia community.
9. Application to the Gallery is open to all members of the Concordia community, though applicants must proceed through an equal selection process as outlined in the Exhibition Programming Policy (Section 11.II).

III. COMMUNICATION

1. Website

Content of the website must always include:

- a. Contact information for the Gallery Coordinators, including official e-mails and office mailing address.
- b. Contact information for the Board of Directors (BoD), meaning the email monitored by the Board chairperson.
- c. An updated version of the VAV Gallery Bylaws and Policy Hand-book.
- d. The digital Archive of the Gallery.

2. Job Call-outs

- a. Job Call-outs must be communicated through the Fine Arts Office of Students Relations email list at minimum and, when applicable, posterred in all University buildings frequented by Fine Arts undergraduates.
- b. Job Call-outs shall be communicated no less than twenty five (25) days prior to pertinent deadlines.
- c. Job Call-outs must contain the specifications of application requirements and tentative interview dates.

3. Event Postings

- a. Event postings will be communicated through the Fine Arts Office of Student Relations email list when deemed necessary by the VAV Gallery Coordinators.
- b. Postering is done by Coordinators and/or volunteers for special Gallery events.
- c. Collaborative events require an agreement between the VAV Gallery Coordinators and the collaborating party regarding the poster design, printing, and postering for these exhibitions, events, and performances. Posters will be displayed in all Concordia buildings frequented by Fine Arts undergraduates.
- d. Event postings are to be disseminated no less than seven (7) days prior to the events
- e. All posters must be stamped with a FASA stamp of approval before being posted on campus.

4. Notice of meetings

- a. Procedure
 - i. Any notice to call a meeting of the Voting Members shall indicate the location, date and time of the meeting. The meeting will be held at a space that is accessible to all Members.
 - ii. Notice of the call to a Special General Meeting (SGM) or the Annual General Meeting (AGM) will include any item placed on the agenda and information on the resolutions proposed by the Directors or Voting Members, as the case may be.
 - iii. The AGM and General Meeting (GM) will be announced 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.
 - iv. Special General Meetings will be announced through the Fine Arts email list no less than three (3) days prior the meeting.

- b. Meeting minutes
 - i. A digital version of the AGM, SGM, GM, and BoD Meeting minutes can be requested by members and will be sent out by BoD chairperson within ten (10) business days.
 - ii. 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.

IV. MEMBERSHIP

1. Voting Members

- a. All full time and part time undergraduate students at Concordia University are Voting Members of the VAV Gallery, unless such membership is revoked as set out in article IV.5 (Discontinuation of Membership).

2. Rights of Voting Members

- a. All Voting Members have the right to vote at any Annual General Meeting, General Meetings, and Special General Meetings.

- 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 the Gallery 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 the Gallery, with the exception of salaried employees and elected BoD members.
- e. All Voting Members may apply to be a part of the Gallery's programming jury.
- f. All Voting Members are eligible to attend any VAV gallery hosted event based on capacity.
- g. If a Voting Member should have a conflict with the Gallery, 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 for mediation and resolution.

3. Supporting Members

- a. All full and part-time staff and faculty of Concordia University as well as all interested members of the public are eligible to be Supporting Members of the Gallery.
- b. Supporting Members are welcome to attend Annual General Meetings and Special General Meetings. These members do not have permission to vote, nor do they count for quorum.
- c. Supporting Members, such as live performers from the community at large, can be hired to participate in gallery events, though they cannot submit artwork to exhibitions.
- d. If a Supporting Member should have a conflict with the Gallery, 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.

4. Access

- a. All members have access to the VAV Gallery's events and exhibitions such as they exist, as well as:
 - i. The VAV Gallery's website
 - ii. The VAV Gallery's publications
 - iii. The VAV Gallery's archives

- iv. The VAV Gallery's By-laws and Policy Handbook, hard copies of which can be found in the Fine Arts Reading Room
- v. The VAV Gallery's email send-outs

5. Discontinuation of Membership

- a. Any Voting Member or Supporting Member who willfully damages the reputation of the VAV Gallery or disrupts the functioning of the gallery may have all membership rights and privileges revoked.
- b. 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.
- c. The discontinuation of membership of a Voting Member or Supporting Member shall be decided upon a majority vote of the BoD.
- d. The discontinuation of membership is effective until the next AGM.
- e. Voting Members are given the opportunity to discontinue their membership by opting out of the VAV Gallery fee levy during the fee levy opt-out fair, which takes place once every semester following Concordia University's Add-Drop deadline.

V. ASSEMBLY

- 1. Quorum
 - a. Quorum for the Annual General Meeting of Members consists of ten (10) Voting Members.
 - b. An attendance list of all Voting Members (with full name and student number) present must be recorded and attached to the minutes of the meeting.
 - c. Each meeting must have minutes recorded by the Secretary and is led by the Chairperson.
- 2. Agenda
 - a. Each announcement of GMs, AGMs, and SGMs require an agenda established by the Chair of the BoD with assistance from the coordinating team (specifically the Administrative Coordinator).
- 3. Motions
 - a. During a Special General Meeting the members should discuss those topics for

which the meeting was called, as set out in the agenda.

- b. Should motions arise that were not mentioned in the agenda, the members will have to include that motion in the next announcement of a meeting.

4. General Meeting (GM)

a. Notice of meetings

- i. GMs are called in coordination with non-voting members (i.e. the coordinating team) and members of the BoD.
- ii. Once called, a GM must abide by the posting requirements outlined in the Communications segment of the present document (section III-4).

b. Proceedings

- i. GMs must take place in a space accessible to all VAV Gallery members based on an estimation of attendance.
- ii. Each meeting must have minutes recorded by the Secretary and led by the Chairperson. Should they be unavailable, any member of the BoD may fill these positions.
- iii. Such meetings are held in order to proceed, among other things, with the examination and approval of the Financial Statements presented by the Coordinators, and with any other matter that the Annual General Meeting may consider in accordance with these Bylaws.
- iv. The voting body of a GM consists of all present Voting Members.
- v. 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 will be held during the first two (2) months of classes in the fall semester.
- iii. It is likely that only one GM will be necessary per year.

5. Annual General Meeting (AGM)

a. Notice of Meetings

- i. The Coordinators shall determine the location, date, and time of the Annual General Meeting.
- ii. Once called, an AGM must abide by the posting requirements outlined in the Communications segment of the present document (Section III.4).

b. Proceedings

- i. An AGM must take place in a space accessible to all VAV Gallery members based on an estimation of attendance.
- ii. Each meeting must have minutes recorded by the Secretary and led by the Chairperson. Should they be unavailable, any member of the BoD may fill these positions.
- iii. The voting body of an AGM consists of all present Voting Members.

- iv. The proceedings of an AGM are the same as preceding GM, with the only notable difference being that the new BoD must be voted in before the end of the meeting, during which time, new members will assume their positions immediately following the counting of the votes.
- c. Frequency of AGMs
 - i. An AGM must be held every year in April before hiring the new coordinating team.
 - ii. An AGM must take place prior to the University Calendar's last scheduled day of classes of the winter semester and must be scheduled on a day during which there are regularly scheduled classes.
- 6. Special General Meeting (SGM)
 - a. Notice of Meetings
 - i. SGMs may be called by Coordinators and Board Members alike through the aid of the BoD Chair or Secretary.
 - ii. Once called, a GM must abide by the posting requirements outlined in the Communications segment of the present document (section III.4).
 - iii. An SGM may be called in the event of an emergency to facilitate the ratification of change to the Bylaws.
 - b. Proceedings
 - i. A SGM must take place in a space accessible to all VAV Gallery members based on an estimation of attendance.
 - ii. Each meeting must have minutes recorded by the Secretary and led by the Chairperson. Should they be unavailable, any member of the BoD may fill these positions.
 - iii. The voting body of a SGM consists of all present Voting Members.
 - iv. Motions at a SGM require a two-thirds (2/3) vote of the voting body to be carried.
 - c. Frequency of SGMs
 - i. SGMs may be called at any time throughout the year as they may be initiated in emergencies or matters that require members to vote on imminent issues regarding the gallery.

VI. REPRESENTATION

- 1. Board
 - a. The Gallery is governed by its Board of Directors within the limits of the powers granted to the Board through the present Bylaws and the VAV Gallery's Policy Handbook.
 - b. The governing authority of the Gallery is vested in the Board of Directors. Its

authority supersedes that of all other bodies, save for an assembly of the membership. The Board's directives will be carried out by the current Coordinators.

- c. Voting Members may nominate themselves to be Board Members during the Gallery's Annual General Meeting until all nine (9) positions are filled. Should more than nine (9) Regular Members wish to nominate themselves, the meeting will proceed to a vote.
 - d. Regular meetings of the Board of Directors are to be held once a month throughout the academic year from September or October (upon formation of the Board) to April.
 - e. The Chairperson must provide notice at least five (5) days before the date of BoD meetings, and the notice must be sent out electronically to all Board Members and Gallery Coordinators.
 - f. Quorum shall consist of at least two-thirds (2/3) of the Board.
 - g. The minutes from board meetings will be available to all Board Members. Copies of the minutes will be made available to all members through the Chair upon request.
 - h. During the summer term (May 1 to August 31), decisions may be made without quorum. These decisions shall not be binding and must be revisited during the regular academic year upon the formation of the BoD.
 - i. All elected Board Members may be removed from their position by a vote of two-thirds (2/3) majority of sitting Board Members for the misappropriation of funds, dereliction of duties, poor attendance, violation of these Bylaws, or the VAV Gallery Policy.
 - j. A minimum of one Coordinator is expected to attend each BoD meeting in an advisory capacity.
 - k. All Board Members are allowed to submit work for exhibition, but may not receive any form of monetary remittance. Board Members and Voting Members are allowed to apply for exhibitions but will not allowed to sit on the Jury should they submit.
2. Chairperson
- a. The principal function of the Chairperson is to ensure that these Bylaws are adhered to. It is the Chairperson's duty to attend all meetings, except under extenuating circumstances, and is responsible for carrying out board meetings. The notices required before any meeting shall be drafted by the Chairperson and sent to all Board Members via email.

- b. A Board Member may nominate themselves to act as Chairperson for all meetings at the first board meeting of the academic year. If two (2) or more Board Members nominate themselves, the remaining members of the Board will proceed to vote.
 - c. Any person may refuse to act as Chairperson for any meeting in which they feel their position will present a conflict of interest. The Board has the authority to temporarily remove the Chairperson by two-thirds (2/3) majority vote if it is deemed that the position represents a conflict of interest in relation to any item on the meeting's agenda.
 - d. Should the position of the Chairperson be vacated, the Board will elect a new Chairperson at the next duly convened Board meeting, and that Chairperson will remain in the position for the rest of the academic year.
3. Secretary
- a. The primary responsibility of the Secretary is to record and preserve a copy of the minutes, agenda, any presented reports/documents, and a list of Board Members present at all Board Meetings.
 - b. The Secretary is also responsible for sending the meeting minutes to the Coordinators to be filed into the Gallery's Archives.
4. Coordinators
- a. All Coordinator must be enrolled in at least one Concordia University Undergraduate Fine Art course throughout their term of employment. A Coordinator is to resign immediately upon ceasing to be a Concordia University Fine Arts Undergraduate Student, with the exception of completing their duties at the end of the winter semester.
 - b. The incoming Coordinators shall receive all Gallery files, signing authority, accounts, and any other materials or information necessary to conduct gallery duties. Outgoing Coordinators will conduct a post-mortem detailing relevant information and recommendations for the incoming Coordinators and organize the computer files and office before their departure.
 - c. Each Coordinator will sit on the Board as a non-voting member until the end of the academic year in which they were hired.
 - d. The Coordinators will supervise the management of the Gallery while carrying out the business and the affairs of the Gallery.
 - e. The Coordinators may authorize expenses to promote the objectives of the Gallery and are responsible for the hiring and remuneration of employees.
 - f. Any Coordinator who wishes to resign must send written notice to the other coordinators and ensure access to all information regarding their position is

transferred.

- g. No Coordinator may mingle the property of the Gallery with their own; nor may a Coordinator use for their own profit, or that of a third party, any property of the Gallery or information obtained by the Gallery, unless authorized to do so by the Board of Directors.
 - h. Coordinators are to avoid conflicts of interest between their personal interest and their duties as a Coordinator.
 - i. No Coordinator may exhibit their work in the Gallery hold the position of Coordinator.
5. Employees
- a. Terms
 - i. Employees will be hired for a term not exceeding one year.
 - ii. The term will begin and end during the summer semester according to the previous employees' and incoming employees' respective schedules. Any conflict in this regard should be resolved by the hiring committee.
 - b. Photographer
 - i. The Gallery will hire a Photographer to record each exhibition and special event for website and archiving purposes and for the dissemination to exhibiting artists.
 - c. Graphic Designer
 - i. The Gallery will hire a Graphic Designer to create a consistent visual identity for the Gallery for the year and design posters, programs, and potential merchandise.
 - d. Web Programmer
 - i. The Gallery will hire a Web Programmer when deemed necessary to maintain the Gallery's Website.
6. Termination, Resignation, and Replacement
- a. By vote of the Board
 - i. If any persons employed by the Gallery fail to fulfill their duties as outlined in accordance with their contract or in these Bylaws, the issue may be brought to the Board for review by any member of the Gallery in good standing.
 - ii. If a member draws the Board's attention to an employee's failure to fulfill their duties, the Board will put forth the issue for resolution. The Board

may issue a warning letter upon a simple majority vote. This letter will clearly outline the issues at hand, as well as specifically reference the job descriptions that are outlined in the contractual agreement.

- iii. If the issue(s) is/are brought to the Board a second time, the Board may vote by two-thirds (2/3) majority for immediate dismissal of the employee or for the issuance of a second warning letter.
- iv. If after the second warning the issue arises again, the Board may immediately dismiss the party in question through a simple notification of dismissal. A former employee may appeal their dismissal through the FASA Judicial Committee.

b. Extended absence

- i. If a Gallery Coordinator foresees a complete absence from their position due to illness, the Board must be informed immediately of the date of absence and the date of expected return.
- ii. If the absence extends past a period of two (2) weeks, the Chairperson will temporarily take on the absent Coordinator's position. At this point the absent Coordinator will cease to be paid and the temporary replacement will adopt the wages. All proceedings for temporary transfer will be dealt with through the Student Relations Coordinator.
- iii. If the Chairperson is unwilling or unable to take on the absent Gallery Coordinator position, the Board may vote to temporarily replace the absent Coordinator with another Board Member by a two-thirds (2/3) majority vote;
- iv. If the absence exceeds one (1) month and there are no Board Members willing or able to replace the absent Gallery Coordinator position, the position must be posted to the FASA Student Body and a Hiring Committee will oversee the employment of a new Coordinator.

c. By resignation

- i. If a Gallery Coordinator resigns within the term of their employment, they must provide notice to the Board of Directors 2 weeks before vacating the position.

d. Replacement

- i. If no Board Members are willing or able to replace the absent Coordinator position, the position must be posted to the FASA Student Body and a Hiring Committee made up of Board Members will oversee the employment of a new Coordinator.

VII. FINANCIAL AUTHORITY

1. The Fiscal Year

- a. The fiscal year begins on June 1st and ends on May 31st.

2. Funding
 - a. VAV Gallery is funded through an undergraduate student fee levy.
 - b. VAV Gallery is supported through Concordia University.
 - c. VAV Gallery may apply for additional funding to supplement the fee levy from Concordia undergraduate students.
3. Budget
 - a. At the beginning of the fall semester, Coordinators will present a projected budget for the year to come at the fall GM.
 - b. An updated version of the budget will be presented at every Board Meeting.
 - c. The budget will be approved by the seated BoD by a majority vote before it is presented to the VAV Gallery members at the AGM.
4. Financial Policy
 - a. All new financial policies will be enacted upon majority vote of the BoD.
 - b. The Gallery will attempt to redistribute any accrued funds in the most practical manner possible for use by students in an exhibition, production, professional development, or education.
 - c. The Gallery's administrative and governing bodies will remain financially accountable to their member base first and foremost.
 - d. Should the Gallery receive a grant, the Gallery's administrative and governing bodies will remain financially accountable to external funding sources to fit the demands of said external funding bodies.
 - e. The Gallery will not enter into a financial partnership with any external body whose mandate or ethical code challenges the Gallery's own mandate and objectives or the objectives of a representative portion of its member base.
 - f. The Gallery will adhere to any and all structures of financial accountability as outlined in any and all other portions of this document of the Gallery Bylaws and the Policy Handbook.

ANNEXES

Annex A - Definitions

1. "Annexes" refers to the annexes attached to the Bylaws and shall be considered as part of the By-laws.
2. "Annual General Meeting" or "AGM" refers to a meeting of the Members held once a year and called as per section V of the Bylaws.
3. "Archive" refers to the digital or physical collection of photo documentation, programs and writing from Gallery exhibitions.
4. "Board of Directors" or "BoD" refers to the VAV Board of Directors.
5. "Board Member" refers to a person elected to the Gallery's Board of Directors.
6. "By-laws" refers to the present bylaws of the Gallery that are in force as well as any amendments thereto.
7. "Chairperson" refers to a person selected by the Gallery Board of Directors to oversee meetings in accordance with section VI of the Bylaws.
8. "Coordinator" refers to a salaried employee designated to represent the VAV Gallery and carry out the tasks of managing the Gallery.
9. "Days" refers to Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, or Sunday.
10. "Employee" refers to persons hired by the Gallery.
11. "Exhibition" refers to to shows organized by a jury hosted within the Gallery space.
12. "FASA" refers to the Fine Arts Student Alliance / Alliance des Étudiants et Étudiantes en Beaux-Arts (AEBA).
13. "Fee levy" refers to funds collected from Concordia undergraduate students on a per credit basis.
14. "Gallery" refers to the Visual Arts Visuel Gallery.
15. "Jury" refers to a conference of 3 or more individuals comprised of employees and

members tasked with selecting applicants for exhibitions, residencies, and other applicable positions.

16. "Listserv" refers to the list of email addresses of all students enrolled in Undergraduate Fine Arts Programs at the University provided by the University.
17. "Non-salaried employee" refers to a person who is working for the Gallery and receives an honorarium in exchange for the service they provide to the Gallery.
18. "Resolution" refers to any plan of action to be voted on and approved by members, it being understood that "Resolution" and "Motion" are interchangeable.
19. "Salaried employee" refers to a person who is working for the Gallery and receiving a salary in exchange for the services they provide to the Gallery.
20. "Secretary" refers to the Secretary of the Gallery as selected in accordance with section VI of the Bylaws.
21. "Simple Majority" refers to fifty percent (50%) plus one (1) of the votes cast by persons legally entitled to vote, excluding blanks and abstentions, at a regular or properly called meeting at which quorum is present.
22. "Special General Meeting" or "SGM" refers to a meeting satisfying the conditions of section V of the Bylaws.
23. "Voting Members" refers to full-time or part-time undergraduate students attending Concordia University who contribute to the gallery's fee levy.
24. "University" refers to Concordia University in Montreal, Quebec.

Annex B - Provisions for Amendments to the Governing Structures

1. All amendments, regulations, resolutions, motions, or decisions, including, but not limited to those made by the Board of Directors, the Coordinators, General Meetings, Annual General Meetings, and Special General Meetings must be made in conformity with these Bylaws.
2. Amendments to Bylaws
 - a. Amendments to these Bylaws and the adoption of any new Bylaw must be done according to the following procedure:
 - i. Approval by the Board - The proposed changes will be set forth in a document and sent electronically to all Board Members 1 week (7 days) before the next duly convened meeting. During the meeting the changes must be approved by a simple majority of regular Board Members present.
3. Amendments to Annexes
 - i. Amendments to the Annexes appended to these Bylaws must be approved by a simple majority of sitting Board Members.
 - ii. The proposed changes will be set forth in a document and sent out electronically to all Board Members 1 week (7 days) before the next duly convened meeting at which quorum is present.
4. The Gallery Coordinators must advise the Board of all matters that arise pertaining to the content of this document and the Bylaws
5. The Coordinators must present an accurate financial summary to the Board and FASA Council twice a year, once in the Fall Semester and again in the Winter Semester.
6. The Coordinators are responsible for summarizing and outlining the activities of the Gallery, both internal and external, for review by the Board during each meeting.
7. The Board of Directors is responsible for evaluating and sustaining the activities of the Gallery based on the reports provided to them by the Gallery Coordinators. Board Members may also add any issues that they wish to be discussed at any time by informing the Coordinators, at which time they or the Chairperson will add them to the agenda of the Board meetings
8. The Gallery Coordinators will sit in an advisory capacity on all Board meetings
9. Any Board Member may request that the Gallery Coordinators not be present at any Board meeting
10. If the Gallery Coordinators are asked not to participate in a Board meeting, the

Coordinators must have access to accurate minutes no later than three (3) days after said meeting.