

Galerie VAV Gallery

# Policy Handbook 2018

Concordia University

## Table of Contents

1. <u>MANDATE</u> .....	1
2. <u>GALLERY EVENT POLICY</u> .....	2
I. PUBLIC EVENTS .....	2
II. PRIVATE EVENTS .....	4
3. <u>ACCESSIBILITY POLICY</u> .....	5
I. REDUCED MOBILITY .....	5
II. LANGUAGE.....	5
III. PUBLIC RECORD.....	5
4. <u>FINANCIAL POLICY</u> .....	5
5. <u>GOVERNING STRUCTURE</u> .....	6
I. RESPONSIBILITIES .....	6
II. REMOVAL FROM OFFICE.....	7
III. COMMUNICATION BETWEEN BOARD OF DIRECTORS AND COORDINATORS.....	7
6. <u>HIRING POLICY</u> .....	8
7. <u>ADMINISTRATIVE STRUCTURE</u> .....	9
I. POSITION APPLICATION PROCEDURES .....	9
II. RESPONSIBILITIES .....	10
III. TERMINATION, RESIGNATION & REPLACEMENT .....	12
IV. EXTENDED ABSENCE DUE TO ILLNESS.....	13
8. <u>NON-SALARIED EMPLOYEES</u> .....	14
I. POSITION APPLICATION PROCEDURES .....	14
II. RESPONSIBILITIES .....	16
III. TERMINATION.....	17
9. <u>VOLUNTEERS</u> .....	18
I. RESPONSIBILITIES .....	18
II. RECRUITMENT.....	18
10. <u>ARTISTS</u> .....	19
I. POSITION APPLICATION PROCESS.....	19
II. RESPONSIBILITIES .....	19
III. CONDITIONS FOR OBTAINING ARTISTS' FEES.....	19
IV. TERMINATION.....	20
11. <u>EXHIBITION PROGRAMMING POLICY AND PROCEDURES</u> .....	20

I. CALL-OUTS .....	20
II. SUBMISSIONS .....	20
III. JURY.....	21
IV. COMMUNICATION BETWEEN ARTISTS AND COORDINATORS .....	21
V. INSTALL/TAKE-DOWN.....	22
12. <u>EQUIPMENT POLICY</u> .....	22
I. EQUIPMENT HANDLING.....	23
II. RENTAL.....	23
13. <u>MEMBERSHIP GUIDELINES</u> .....	23
I. MEMEBERSHIP ELIGIBILITY.....	23
II. MEMBERSHIP RIGHTS: VOTING MEMBERS.....	23
III. MEMBERSHIP RIGHTS: SUPPORTING MEMBERS.....	24
IV. MEMBERSHIP RIGHTS: ALL MEMBERS.....	24
V. DISCONTINUATION OF MEMBERSHIP.....	24

## 1. 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 Arts Students of all identities and levels of experience 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.

## 2. GALLERY EVENT POLICY

### I. PUBLIC EVENTS

- a. General Meeting (GM)
  - i. As governed by Gallery Bylaws, a General Meeting is required to be held in the Fall Semester (ideally the last week of September). At the Meeting, each Coordinator must present their plans for the upcoming year, including a presentation of the annual budget.
  - ii. At the time of this meeting, all three Coordinators should be familiar with the V.A.V. Gallery Policy handbook 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 Gallery's Board of Directors.
  - iii. At the GM, 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 for Board Members, so that the BoD hosts 5-9 members in total. Nominated Members return after the vote has been completed.
- b. Annual General Meeting
  - i. As governed by the Bylaws, an Annual General Meeting must occur in the Winter Semester (usually at the end of March). At the AGM, each Coordinator must present a reflection on their output, including a cumulative presentation on the Gallery's budget. The coordinators must also present their reflections on the Gallery's commitment to equity.
- c. Vernissage/Finissage
  - i. Vernissages or finissages are hosted in the Gallery during the three weeks of a current exhibition within the Gallery's regular programming. Typically in the first or last week of the exhibition, the vernissage/finissage is an event provided by coordinators as a means to attract students and the larger Montreal community to the Gallery and as a way to celebrate the students exhibited.
  - ii. Prior to any vernissage/finissage taking place within the Gallery, it is essential that the *Permis de Reunion* be displayed at the entrance of the Gallery.

- iii. The Vernissage date is non-negotiable once the alcohol permit has been purchased for the gallery. If there is an alternative date for a vernissage without a permit it is forbidden to serve any alcoholic beverages.
  - iv. Non-alcoholic beverage options will be provided along with any alcoholic beverages served at any event held in the gallery.
- d. One-Night Events
  - i. Students and student run organizations are encouraged to submit proposals for special one night events to the gallery's general programming. Such events/proposals must abide by the Mandate of the Gallery and be led by a majority of Fine Arts Students.
  - ii. It is the Admin Coordinator's responsibility to attain any special permits needed for the accepted events.
  - iii. Both the VAV Gallery Coordinators and the organizers of the proposed one-night event are held responsible for the set up and take down of said event.
- e. Special Events
  - i. During the fall and Winter Semesters Coordinators are recommended to organize special events that are meant to engage the surrounding community in participating in ongoing discussions surrounding themes relevant to the Montreal arts community. Special Events can range from a keynote speaker, a discussion panel, celebration, or a music or dance performance, but are not limited to events of this nature.
- f. Art Matters
  - i. The VAV Gallery and Art Matters Festival collaborate throughout the fiscal year on various events, including the Art Matters Info event, a 2 or 3 week long exhibition during the festival, hosting workshops in the Gallery, and hosting the Art Matters AGM. Including the collaboration with Art Matters, no artist shall be presented in the Gallery twice within a semester.
- g. Fundraising
  - i. Fundraising events hosted at the Gallery that recommend charitable donations (either as an entry fee or for alcoholic beverages/food) will require visible signage in order to explicitly state which organization will benefit from the events proceeds. This is necessary in order to respect the conditions of the Gallery's permits and to establish that the gallery is a non-profit organization.
- h. Collaborations

- i. Throughout their contract Gallery Coordinators are responsible for seeking out/organizing collaborations that are proposed to the gallery. All collaborations should be agreed upon by all three coordinators and align with the Gallery Mandate. Should the coordinators feel they are unable to agree upon a collaboration, it will be put towards the upcoming jury.
- ii. Student initiatives that wish to exhibit Concordia's Fine Arts Undergraduates in the Gallery must provide the VAV Coordinators with a list of artists and their works prior to the general programming jury, or alternatively, the VAV will provide a list of exhibiting artists in order to avoid artists exhibiting twice in one semester.
- iii. A discussion will take place between both parties involved to decide which organization will take responsibility for the graphics and diffusion of the event.
- iv. At least one representative of the collaborating party must be present during the installation and take-own of the exhibition.

## II. PRIVATE EVENTS

- a. General Exhibition Programming (Summer, Fall, & Winter)
  - i. The jury, comprised of at least two (2) coordinators, two students, and a board member, takes place at least one week after the submission deadline.
  - ii. Jurors will be provided access to review artist applications at least four (4) days prior to the jury.
  - iii. A score system is used by each juror to rate submissions in order from strongest to weakest.
  - iv. The jury arranges the chosen submissions into shows that typically consist of an average of 5 - 10 artists per three (3) week exhibition.
- b. Undergraduate Student Exhibition Jury (USE)
  - i. Through the collaboration of FASA, the FOFA Gallery, and the VAV Gallery, a jury of 5 members is organized at the end of February to select the strongest cross disciplinary undergraduate works to showcase in a month long exhibition at the FOFA Gallery in January of the following year. Works will be selected from submissions responding to a call-out.
- c. Graduating Students' Exhibition Jury
  - i. The Graduating Students' Exhibition Jury is comprised of the incoming Coordinators, a Board Member and the Exhibitions coordinator at the FOFA Gallery (a total of 5 participants) at the end of April or beginning of May. The Jury is moderated by the Office of Student Relations Supervisor. The Jury coordinates

a show that spans both the FOFA and VAV Galleries and showcases the works of up to 24 graduating students in the month of June.

### **3. ACCESSIBILITY POLICY**

#### **I. REDUCED MOBILITY**

- a. The V.A.V. Gallery is a wheelchair accessible space.
- b. In the event of a lecture, screening, or other seated event, priority seating will be available for wheelchair users.

#### **II. LANGUAGE**

- a. All artist submissions and job applications will be accepted in either of the two official languages of Concordia University, French and English.
- b. Calls for application (jobs, programming, etc.) must be in both French and English.
- c. The V.A.V. gallery will hire a translator if none of the coordinators are able to translate the documents put forth.

#### **III. PUBLIC RECORD**

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

### **4. FINANCIAL POLICY**

- a. The VAV Gallery is funded primarily through a Fee Levy that is based on a small portion of student course fees. This means that the funds allotted to the VAV Gallery are contributed by Fine Arts Students enrolled in Fine Arts Classes. It is the responsibility of the VAV Gallery Coordinators to create an annual budget that accounts for the use of these funds in a productive and responsible manner.
- b. All new financial policies will be enacted upon the majority vote of the BoD.



- c. An Annual Budget will be created by the Gallery Coordinators, led by the Administrative Coordinator, at the beginning of their contracts and will be updated and presented at each Board meeting.
- d. 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.
- e. The Gallery's administrative and governing bodies will remain financially accountable to their member base first and foremost.
- f. 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.
- g. The external chequing account will primarily be used for beer and wine purchases and the payment of alcohol waivers from the Régie du Québec. Any payment of employees, performers, speakers, or artists shall be done through the internal account by filling out Cheque Requisition forms. All three coordinators must be in agreement should the external chequing account be used for anything other than the previously mentioned alcohol waivers and purchases.
- h. 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.

## **5. GOVERNING STRUCTURE**

### **I. RESPONSIBILITIES**

- a. The laws of the Gallery and its board of directors are outlined in Section VI of the VAV Gallery Bylaws and all parties shall act in accordance with both the VAV Gallery's Bylaws and Policy Handbook at all times.
- b. 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 be included within the body of 5-9 members.
- c. The Chair of the BoD is eligible to be compensated by the V.A.V Gallery should the position have no voting power and should the Chair be sourced through typical hiring procedures, in the form 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. This decision is made by the BoD, and will be reviewed by the BoD at the end of the Chair's term, when the Board will vote as to whether or not the Chair has fulfilled their expectations and will receive payment.

- d. The Chair is responsible for:
- i. Leading all BoD Meetings. This includes determining BoD Members' availabilities, selecting a date and time for BoD Meetings, creating an agenda for each meeting, and updating the BoD on meeting minutes, agendas, and other relevant documents for upcoming meetings.
  - ii. Acting as a non-voting member and moderator when leading Board discussions and votes. The Chair will call meetings to order as well as adjourn meetings. Familiarity with Robert's Rules of Order is highly recommended in order to conduct meetings.
  - iii. Managing the Board's email account ([vav.board@gmail.com](mailto:vav.board@gmail.com)) and responding to emails in a timely and appropriate manner.
  - iv. Ensuring to the best of their ability that the VAV Gallery Board fulfills its legal duties and obligation to the VAV Gallery. The 5 Key organizational responsibilities of a Board are:
    - fostering the VAV Gallery's vision, as described in the Mandate
    - monitoring the Gallery's performance
    - developing the Gallery's policy
    - ensuring the organization fulfills its legal responsibilities
    - ensuring the organization acts ethically with loyalty, honesty, diligence and care
- e. The Secretary is responsible for taking minutes at each Board meeting, GM, and AGM. They are responsible for emailing the minutes to the Chair after every meeting for the Chair to disseminate via email.

## **II. REMOVAL FROM OFFICE**

- a. As outlined in Section IV.5 of the VAV Gallery Bylaws, if a Board Member is absent from three (3) Board Meetings, they may be immediately terminated following a majority vote of the remaining board members.

## **III. COMMUNICATION BETWEEN BOARD OF DIRECTORS AND COORDINATORS**

- a. The Chair of the BoD will present, with help from the Coordinators, an agenda each meeting that outlines any motions, plans, or problems that require the counsel 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.

- b. The Gallery Coordinators must seek the counsel of the BoD on all matters pertaining to the content and conduct of the VAV Gallery and its governing documents (Bylaws and Policy Handbook).
- c. The Gallery Coordinators must present the running budget at each Board Meeting, as well as any financial statements.
- d. The Gallery 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).
- e. 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 (2) days of said closed session.
- f. Closed-session here refers to a board meeting in which non-voting members, non-voting Chair excluded, (i.e. Coordinators) are requested to leave or remain temporarily absent from the meeting.
- g. Outside of Board meetings, Board Members shall only communicate with Coordinators through the Chair via the Board's email.
- h. If the majority cannot agree on an alternative method of moderating meetings, the Board Meetings are to be facilitated according to Robert's Rules of Order.

## 6. HIRING POLICY

- a. The VAV Gallery strives to create as many opportunities as possible for undergraduate students, from core Gallery Coordinators to non-salaried employees to jury members, curators, artists, and guests.
- b. No VAV Gallery Coordinator may hold any other position within the Gallery. As such, Gallery Coordinators may not fill the positions of non-salaried employees or 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 (three) weeks of any given deadline.
- d. Candidates will be selected for interview by the current coordinators with the option of including the Student Relations Coordinator. This group must reach consensus in order to assemble the incoming coordinators, graphic designer, photographer, etc.
- e. The selection must be brought to the board 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.
- f. Should it prove difficult to fill a position within the voting members, the positions of Web Programmer, Translator, or Copy Editor may be hired outside of the undergraduate student body.

## **7. ADMINISTRATIVE STRUCTURE (Coordinators)**

### **I. POSITION APPLICATION PROCEDURES**

- a. The Gallery is administered by a coordination team consisting of 3 (three) members, fulfilling the following positions: Administrative and Financial Coordinator, Outreach Coordinator, and Technical Coordinator.
- b. Call for Applications are made available to Fine Arts undergraduate before the end of the Winter Semester by means of an open call through the Office of Student Relations Listerv. Each position is renewed during the interim of the winter and summer semesters. 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 ([vav.gallery@concordia.ca](mailto:vav.gallery@concordia.ca)) Applicants may apply to multiple positions.
- c. 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 method noted above.
- d. The VAV Gallery's 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 pursued.

- e. Administrative positions with the VAV Gallery are one-year appointments only, without exception. This is to ensure access to other Fine Arts undergraduate students the learning opportunities and professional development processes the VAV Gallery affords.

## II. RESPONSIBILITIES

### a. Shared Coordinator Responsibilities:

- i. Overseeing gallery programming via peer-based jury selection with a minimum of 3 total juries per year.
- ii. Facilitating the back-to-back dismantling and installation of 3 week-long exhibitions.
- iii. Collaborating with Fine Arts undergraduate students and organizations such as Art Matters, FARR, FASA, Fine Arts Clubs, and student-lead initiatives in addition to curricular-based departments within the Faculty of Fine Arts.
- iv. Coordinating submissions and maintaining regular contact with all applicants while organizing successful applications into curated programming.
- v. Collaboratively planning the layout and curatorial vision of each exhibition.
- vi. Developing the exhibition designs and overseeing the visual identity of the Gallery, which includes all print, web, and gallery signage.
- vii. Ensuring the safety of exhibiting artists, patrons, and artworks.
- viii. Each coordinator is expected to update and add to the postmortem archive at the end of their contract.
- ix. Participating in Orientation events put forth by the CSU or FASA on behalf of the VAV Gallery.
- x. All Coordinators will adhere to Section VI.4 of the Bylaws.

### b. Administrative and Financial Coordinator:

The Administrative and Financial Coordinator is responsible for organizing and overseeing the effective VAV Gallery administrative processes.

- i. Responsible for organizing the budget in consultation with fellow coordinators and overseeing all expenditures, keeping a balanced budget and facilitating all payments of invoices.
- ii. Oversees all administrative documentation pertaining to the Gallery including: ensuring the Gallery's mandate and policy documentation is up to date, tracking/filing all financial transactions and bookkeeping while ensuring the proper archiving of contracts, and ensuring all licenses and permits are up to date.

- iii. Responsible for all contractual obligations between the VAV Gallery and other parties such as artists and non-salaried employees.
- iv. Will ensure the insurance is renewed along with the Gallery's NEQ status in conjunction with the Student Relations Coordinator.
- v. Generally acts as the main contact between the Gallery and the Student Relations Coordinator
- vi. Ensures registration of the Gallery as a student group with the Dean of Students.
- vii. Oversees the organization and sustainability of the physical VAV Gallery Archives.
- viii. Acts as primary signing officer with another fellow coordinator acting as second signing officer.
- ix. Seeks and secures funding from internal and external sources.
- x. Primarily responsible for booking all necessary rooms for meetings and juries within Concordia.
- xi. Facilitates the organization of all board meetings, GM, AGM, staff meetings, juries, and interviews with the support of fellow coordinators.
- xii. Responds to opt-out requests and the refunding of student fee levies.

c. Outreach Coordinator:

The Outreach Coordinator is responsible for overseeing the Gallery's media relations organizing targeted internal and external approaches to media, students, and the public, while managing the primary VAV Gallery email and social media accounts.

- i. Cultivates relations with press within the University, oversees the development of press releases, compiles all promotional and publicity text and materials for programs, the VAV website, Facebook and Instagram in accordance with Section III of the VAV Gallery Bylaws.
- ii. Manages the publication and design of each exhibitions program with the support of the Graphic Designer.
- iii. Liaises with Web Developer and Graphic Designer to ensure deadlines are met and that the work maintains the visual identity of the Gallery online and in print.
- iv. Coordinates exhibition documentation including all photos and videos of events and exhibitions in conjunction with the Gallery's photographer.
- v. Oversees the organization and sustainability of the VAV Gallery's digital archives.
- vi. Processes exhibition documentation for print and web, regularly updates the website with new exhibition information and submission calls, maintains digital/online archive.
- vii. Facilitates student access to the gallery through social media, various promotional material, and overall communications.

- viii. Organizes online submission process and makes submissions available for Jury members.
  - ix. Leads in the organization of all orientation events.
  - x. Updates all social media accounts with information regarding upcoming events and news about the Gallery.
  - xi. Represents the VAV Gallery on the FASA Board of Directors.
- d. Technical Coordinator:
- The Technical Coordinator oversees the organization and running of the Gallery as an exhibition space with the special focus of the installation of students works while maintaining the structural integrity of the Gallery and its resources.
- i. Liaises with artist about their exhibition leading up to the installation concerning all technical logistics.
  - ii. Responsible for the proper installation and storage of equipment within the Gallery, the constant updating of the Gallery's inventory, and the organization of the Gallery's storage room.
  - iii. Leads coordination of all installations and take-downs with the help of fellow Coordinators.
  - iv. Ensures the gallery is kept in perfect condition during exhibition installations and take-downs.
  - v. Organizes a walkthrough with upcoming exhibiting artists during the week leading up to the installation in order to show the exhibiting artists the location of their work and go over any technical logistics regarding their install.
  - vi. Responsible for the maintenance, purchase or rental of all equipment necessary for exhibitions while maintaining an active database of all gallery equipment, including its date of purchase and all attendant documentation.
  - vii. Ensures proper safety and working order of all gallery and office equipment and is responsible for monitoring/installing security measures for the use of all VAV Gallery equipment.
  - viii. Responsible for securing replacements and repairs for all Gallery equipment as needed with the support of the Student Relations Coordinator.
  - ix. Acts as main contact between the VAV and the CDA and the FOFA Gallery.
  - x. Represents the VAV Gallery at Art Matters BoD meetings.

### **III. TERMINATION, RESIGNATION & REPLACEMENT**

- a. The termination of a VAV Gallery Coordinator shall proceed as outlined in Section VI.6 in the VAV Gallery Bylaws.

- b. If a VAV Gallery Coordinator has neglected their contracted duties, violated their contract, or violated the Gallery's Bylaws or Policy, they are eligible for termination. One or more Coordinator must present a complaint to the board requesting that the Coordinator in violation undergoes a supervisory evaluation. The process of evaluation entails the board collecting accounts from all necessary contacts regarding the Coordinator's violation. The board must review the violation and either issue a warning to the Coordinator in violation, or a deferral to the Coordinator who has issued the complaint within two weeks reception of the complaint. After the two week 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 IV.6.d of the VAV Gallery Bylaws.
- c. Should a Coordinator desire to resign from their post, they must 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. Following the termination or resignation of a Coordinator, the board will vote to allow the remaining Coordinators to either conduct the Gallery as a team of two, or source a competent replacement for the outgoing Coordinator. Should the situation arise in the summer or fall semesters, 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 end of the semester 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 an elected Board Member. Should there be more than one Board Member willing to take on the role of replacement the remaining board members will put the decision to a vote.

#### **IV. EXTENDED ABSENCE DUE TO ILLNESS**

- a. If a VAV Gallery Coordinator must remain absent from their post for more than two weeks due to illness or injury, the coordinator must inform their co-workers and the Board of Directors immediately with an attached 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 three (3) weeks. If the absence exceeds three (3) weeks, the coordinator will be issued a warning letter requesting they return within a week or be terminated from their post. If the coordinator fails to return within the week following the issued warning, the coordinator is eligible to be terminated immediately in accordance with Section VI.6.b of the VAV Gallery Bylaws.



- b. Should a Coordinator develop an illness or injury 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 (Concordia University) may be absent from work without pay for up to 26 weeks per 12-month period if they are sick or the victim of an accident.*
- *In all cases of an extended absence, the employee must notify their employer as soon as possible of their absence and 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 their absence.*
- *When the employee returns to work, the employer must reinstate them in their former position and grant them the wages and benefits that they would have been entitled to had they remained at work.*

*SHORT TERM ABSENCES (FOR 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 their child or the child of their spouse*
- *Due to the state of health of: their spouse, their parent, their siblings, of one grandparent*
- *These leaves may be divided into days. Days may also be divided with the employer's authorization*
- *The employee must notify their employer as soon possible and take all means to limit the taking and duration of these leaves.*

## **8. NON-SALARIED EMPLOYEES**

The VAV Gallery typically offers up to five non-salaried positions paid via honorarium throughout the year on an as-needed basis. These positions include: Web-Programmer, Graphic Designer, Photographer, Translator, Copy-Editor, Archivist and Governance Intern/Chair.

### **I. POSITION APPLICATION PROCEDURES**

- a. Every position with the exception of the web programmer must be initially offered to Concordia University Undergraduate students, however job offers must not exclusively be offered to Fine Arts Students. Although Undergraduate students are prioritized, if no

suitable applicants are found these positions may be filled by persons outside of the student body.

- b. All Job offers must be circulated through the Concordia Fine Arts Office of Student Relations email list (Listerv) and must extend at least three weeks between the date of diffusion and deadline to apply. Additional promotion can include online postings, flyers, postering, and use of email lists of other departments. The diffusion of job postings is the duty of the Outreach Coordinator in accordance with Section III of the VAV Gallery Bylaws.
- c. Job postings must include the description of tasks, eligibility, and compensation and should ask for a CV and cover letter.
- d. Candidates must be interviewed by a minimum of two coordinators or interviewed at least by one-coordinator and one Board member.
- e. In the instance that the hiring committee is unable to come to an agreement on a candidate for a non-salaried position, the coordinator who liaises primarily with the position shall have final say over the candidate hired: the primary liaison of any position related to publication, documentation, and promotion is the Outreach Coordinator (i.e., Web Programmer, Graphic Designer, Translator, Photographer, Copy Editor).
- f. Candidates may be evaluated on their competence, their availability, their critical thinking skills, and their commitment to the mandate of the Gallery.
- g. All job offers will explicitly prioritize candidates who may have difficulty finding employment based on marginalization.
- h. Following their hiring, all non-salaried employees must sign a contract as reviewed and co-signed 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 the signee is held accountable. Any differences in the contract from the initial job posting must be clearly communicated to the candidate.
- i. It is the duty of the Administrative Coordinator to re-numerate the non-salaried employees via honorarium through the University's cheque request system.
- j. For further guidance on the hiring and terms of non-salaried employees please review section VI.5 of the VAV Gallery Bylaws.

## II. RESPONSIBILITIES

### a. Web Programmer

The Web Programmer will be guided through ongoing communication with the Gallery's Outreach Coordinator and Graphic Designer. The Web Programmer position shall only be filled should the Coordinators deem it necessary. The Web Programmer's responsibilities include but are not limited to:

- i. Respecting the Gallery's assigned deadlines.
- ii. Acting in a responsible and professional manner while representing the VAV Gallery and Concordia University.
- iii. Reporting to VAV Gallery coordinators to communicate progress of the VAV Gallery website and digital archives.

### b. Graphic Designer

The Graphic Designer will be guided through ongoing communication with the Gallery's Outreach Coordinator. The Graphic Designer's responsibilities include but are not limited to:

- i. Respecting the Gallery's assigned deadlines.
- ii. Providing mockups to coordinators within 7 days prior (or earlier) to all deadlines.
- iii. Acting in a responsible and professional manner while representing the VAV Gallery and Concordia University.
- iv. Maintaining communication with the VAV Gallery Coordinators on a weekly basis.
- v. Communicating with the Web Programmer and provide documents and creative input as the website is updated.
- vi. Designing all documents relating to the general programming of the Gallery throughout the year including but not limited to: aesthetic proposals for the visual identity of the gallery, upcoming programming (posters and programs), web graphics, social media banners, informative pamphlets, merchandise, etc.

### c. Photographer

The Photographer will be guided through ongoing communication with the Gallery's Outreach Coordinator. The Photographer's responsibilities include:

- i. Documenting all general programming of three-week long exhibitions and sending them to the Outreach Coordinator in a timely manner.
- ii. Documenting the Gallery's one-night events.

- iii. Documenting Special collaborative events.
- iv. Respecting assigned deadlines.
- v. Acting in a responsible and professional manner while representing the VAV Gallery and Concordia University.

d. Translator/Copy Editor

The Translator and/or Copy-Editor's responsibilities include but are not limited to:

- i. Respecting the Gallery's assigned deadlines.
- ii. Acting in a responsible and professional manner while representing the VAV Gallery and Concordia University.
- iii. Providing translation and/or copy-editing services as assigned by the VAV Gallery Outreach Coordinator.

e. Archivist

The Archivist position is to be appointed should the Coordinators deem it necessary and will be supported through ongoing communication with the VAV Gallery's Administrative Coordinator. The Archivist's responsibilities shall include:

- i. Archiving digital & physical documents pertaining to financial and legal files.
- ii. Archiving digital & physical documents pertaining to the visual identity of the VAV Gallery.
- iii. Establishing effective filing systems.
- iv. Maintaining communications with Concordia's Archives department.

f. Chair/ Governance Intern

The Chair shall position shall act in accordance with section 5.1.d of the Governing Structure Policy.

### III. TERMINATION

- a. Non-salaried employees are eligible to have their contracts terminated in correspondence with the termination procedures/clauses determined in each contract:
  - i. The standard termination will specify that a non-salaried employee who is negligent toward their duties or violates their contract will be issued a warning detailing tasks required to be completed and corresponding deadlines in order to hold the non-salaried employee accountable. Should the employee fail to react appropriately to the warning, they are eligible to be terminated immediately by the Coordinators following the approval of the BoD.
  - ii. In accordance with the employee's contract, employees will be compensated in increments that correspond to the completion of specific tasks or a determined amount of hours of labor. As such, an employee terminated from the Gallery is

eligible to receive a partial amount of the originally agreed upon payment if contracted tasks have been completed.

- iii. The BoD must be notified and approve of any termination or alteration of projected payment.
  
- b. Any non-salaried employee is eligible to resign at any time and will be compensated for tasks completed as outlined in their contract.
  
- c. If a non-salaried employee resigns or is terminated before the end of their contract, a replacement must be sourced by diffusing a job posting with the same eligibility requirements as the initial job posting.

## 9. VOLUNTEERS

### I. RESPONSIBILITIES

- a. The VAV Gallery will utilize volunteers should the need arise and these positions are deemed necessary by the VAV Gallery Coordinators. Possible volunteering duties include but are not limited to:
  - i. Serving alcoholic beverages at vernissages/finissages (must be SSP certified).
  - ii. Helping with the installation/take-down process of an exhibition.
  - iii. Helping out at special events.
  
- b. Volunteers/Interns are expected to be present for the duration of the hours in which they have committed themselves. Their failure to do so will result in their removal from further committed hours on the volunteer schedule.
  
- c. A Volunteer's failure to behave in a respectful and polite manner towards their peers, the physical space, or coordinators while on duty will result in their removal from further committed hours on the volunteer schedule.

### II. RECRUITMENT

Volunteers will be recruited through an open-call each semester in accordance with Section III of the VAV Gallery Bylaws followed by a meeting facilitated by the Technical Coordinator to outline their role in gallery activities and an overview of the Gallery's policy.

## **10. ARTISTS**

### **I. POSITION APPLICATION PROCESS**

All artists selected to exhibit their work at the VAV Gallery are selected through an open call for submissions, typically at the end of each semester, circulated to all Fine Arts undergraduate students via the Office of Student Relations Listerv, poster, and social media in accordance with Section III of the VAV Gallery Bylaws.

- a. Only Concordia University Fine Arts Undergraduate Students may apply.
- b. Once selected, each exhibiting artist will sign a contract outlining their responsibilities and confirming their commitment towards exhibiting artwork in the VAV Gallery.

### **II. RESPONSIBILITIES**

- a. Artists are expected to be in good communication with the VAV Gallery Coordinators on the topic of their respective exhibition. They are responsible for providing an artist statement, project statement, and documentation of their work for the exhibition's program.
- b. Every artist must be present for the installation and take-down of their individual artworks unless a procedure has been previously agreed upon with the Technical Coordinator.
- c. Every artist is responsible for the transportation of their artworks to and from the Gallery.
- d. Artists are expected to act in accordance with the clauses outlined in the exhibiting artist's contract.

### **III. CONDITIONS FOR OBTAINING ARTISTS' FEES**

Every artist is required to provide the Administrative Coordinator with pertinent payment information (full name, telephone number, sin number, date of birth, student ID, mailing address, email address) in order to receive their \$50 honorarium for their contribution to the VAV Gallery. This amount will be sent out in cheque form up to six weeks after the installation of their exhibition.

#### **IV. TERMINATION**

- a. If the artist fails to meet the obligations outlined in this document, their signed contract, or of the mandate of the Gallery, one formal warning will be issued via email by the Administrative Coordinator with the BoD's email cc'd.
- b. If the artist continues to fail to meet their responsibilities and the coordinators can no longer work with the artist, all parties must arrive at a consensus with the Board of Directors about the withdrawal of the artist's participation in the exhibition.

### **11. EXHIBITION PROGRAMMING POLICY AND PROCEDURES**

#### **I. CALL-OUTS**

- a. All calls for submission for General Programming shall be diffused a minimum of 25 days before the submission deadline via the Office of Student Relations email (Listerv). Other methods of promotion may include posterage, social media postings, and website in accordance with Section III of the VAV Gallery Bylaws.
- b. All calls for submission must include a detailed description of submission guidelines, the submission deadline, and the location of the submission form.
- c. The Outreach Coordinator is primarily responsible for the call-outs, but is supported by their fellow Coordinators.

#### **II. SUBMISSIONS**

- a. As part of the VAV's mandate, the Gallery will only accept submissions from Concordia University Undergraduate Students enrolled in at least three Fine Arts credits per semester.
- b. There is no theme attached to the Gallery's call for general programming.
- c. Students who wish to submit proposals for a group show must have a minimum of five students exhibiting.
- d. Students may be exhibited once per academic semester.
- e. VAV Coordinators, and Employees are not permitted to submit to the call for programming.

- f. Students are welcome to submit more than one artwork/project, however they must only use one (1) submission form.
- g. Submissions will be accepted in either French or English.
- h. All artist statements and documentation submitted shall be considered final and will be used in the publication of the exhibitions program with no further option for review.
- i. Should a Board member choose to submit to the general programming they are automatically disqualified from any jurying opportunity and will not receive any compensation should their work be exhibited.

### **III. JURY**

- a. The organization of the Jury will be lead by the Outreach Coordinator with the support of their fellow coordinators.
- b. The Jury for General Programming submissions shall act in accordance with section 3 of this document.
- c. The Jury will be comprised of current Concordia Fine Arts Students.
- d. Students who wish to be voting members may respond to the general call out by sending an email to the VAV Gallery ([vav.gallery@concordia.ca](mailto:vav.gallery@concordia.ca)) expressing their interest in being a jury member. Members will be chosen through a blind selection process orchestrated by all three Coordinators. Board Members may nominate themselves to be on the upcoming jury during Board Meetings.
- e. Jury members may not submit to the general call-out.
- f. Juries are held at least two weeks before the start of the semester's programming. In total there are three (3) juries held for general programming (summer, fall, winter).
- g. One Jury member will volunteer to take minutes on the jury in order to give constructive feedback should a student request it.
- h. Each Jury will appoint either a Coordinator, Chair, or Board Member to act as a non-voting moderator to conduct the Jury and maintain order throughout the meeting.

### **IV. COMMUNICATION BETWEEN ARTISTS AND COORDINATORS**

- a. The submission results will be sent out through the VAV Gallery's general email ([vav.gallery@concordia.ca](mailto:vav.gallery@concordia.ca)) by the Administrative Coordinator.



- b. Once all selected artists have been confirmed, the Technical Coordinator is responsible for leading a walkthrough with artists to confirm the logistics of the installation of the exhibition.
- c. All communications will proceed via email unless a phone call is deemed necessary as a last resort.

## **V. INSTALL/TAKE-DOWN**

- a. In the week leading up to the installation, a meeting lead by the Technical Coordinator with the support of their fellow Coordinators will be arranged for artists to have a walk-through of the gallery in order to discuss the logistics of their installation. Should the artists be unable to meet for the arranged time, they and the Technical Coordinator are responsible for coordinating an alternative meeting.
- b. Installation typically takes place during the weekend prior to the exhibition opening.
- c. Any outside organizations responsible for curating a show at the VAV Gallery must provide a minimum of 1 representative to attend the installation and take-down of the exhibition.
- d. In the event that any artist cannot be present for the installation of their work, they must make arrangements for someone to be present in their place or make prior arrangements with the Technical Coordinator.
- e. All logistics regarding mounting or electronic equipment should be discussed prior to the install/take-down day with the Technical Coordinators approval (ideally during the walkthrough of the gallery).
- f. If an artwork requires equipment that is outside the Gallery's inventory, the artist is responsible for the acquisition and installation of said equipment.

## **12. EQUIPMENT POLICY**

The Technical Coordinator is responsible for keeping an up to date inventory of all equipment and materials that belong to the VAV Gallery with the support of their fellow Coordinators.

## **I. EQUIPMENT HANDLING**

- a. All equipment must be signed out of the inventory list for the dates that it will be used/exhibited.
- b. All electronic equipment must be secured to a heavy or non-moveable surface via K-Lock or by another CDA approved security measure before the opening of the exhibition.
- c. The replacement and maintenance of all equipment will be completed by the Technical Coordinator with the support of their fellow Coordinators and the Student Relations Coordinator.
- d. The Gallery is not responsible for the loss, theft, or damage of outside equipment provided by artists during the installation, exhibition, or storage of said equipment.

## **II. RENTAL**

- a. As mentioned in Section 11.E, it is not the responsibility of the coordinators to provide equipment for artists that the Gallery does not already possess. However, it is in the Coordinators best interest to help the artists achieve their goal in exhibiting their project as they see fit considering Coordinators often have extra priveledges with resources such as the CDA and FOFA Gallery.
- b. The rental of equipment to outside organizations is limited to student initiatives that are under the Fine Arts Student Alliance umbrella by means of a contract agreement between both parties.
- c. The use of VAV Gallery equipment or resources is restricted to exhibitions and events.

## **13. MEMBERSHIP GUIDELINES**

### **I. MEMBERSHIP ELIGIBILITY**

- a. **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.
- b. **SUPPORTING MEMBERS:** All full and part-time faculty and staff, in addition to other interested persons, are eligible to be supporting members.

### **II. MEMBERSHIP RIGHTS: VOTING MEMBERS**

- a. All voting members are eligible to vote at the AGM, GM, and SGM.

- b. All voting members may be nominated to the Board of Directors, with the exception of salaried and non-salaried employees.
- c. All voting members may apply for consideration as VAV Gallery Coordinators, Non-Salaried contract positions, volunteers, or artists.
- d. All voting members may propose a Gallery related special project or event.
- e. All voting members may have access to the Gallery's Bylaws and Policies with notice of amendments within two weeks of the AGM.
- f. All voting members may have access to the minutes of any of the meetings of the Board of Directors upon request no more than ten (10) days following any meeting.
- g. All voting members are eligible to apply for any VAV Gallery hosted events with limited enrolment availability.

### **III. MEMBERSHIP RIGHTS: SUPPORTING MEMBERS**

- a. All supporting members may attend the AGM
- b. No supporting members may vote at the AGM.
- c. All supporting members are eligible members and are eligible for appointment to the Board of Directors.
- d. Any supporting member who sits on the Board of Directors will act in an advisory capacity only.

### **IV. MEMBERSHIP RIGHTS: ALL MEMBERS**

All members have access to VAV Gallery facilities, events, and exhibitions such as they exist, for example: the VAV Gallery website, VAV gallery events and exhibitions, VAV Gallery vernissages and parties, VAV Gallery publications, and VAV Gallery archives (digital and physical).

### **V. DISCONTINUATION OF MEMBERSHIP**

- a. Any members, voting or supporting, who physically compromise or damage any part of the space occupied by the VAV Gallery (the Gallery space, storage rooms, and offices) may have all membership rights and privileges revoked.
- b. Any members known to be guilty of discrimination towards any other member on the basis of race, colour, sexual orientation, creed, civil status, language, social status, ethnic

or national identity, ability status, age may have all membership rights and privileges revoked.

- c. Any Member wishing to opt-out of funding the VAV Gallery by means of FASA's Fee Levy revoke any privileges or opportunities provided by the VAV Gallery to students. 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.