

# CONSTITUTION OF GALERIE VAV GALLERY

## **Table of Content:**

1. Name
2. Guiding Principles of Document
3. Mandate of the VAV
4. Objective of VAV
5. Membership
6. Board of Directors
7. Assembly
9. Communications
10. Non-Discrimination
11. Hiring
12. Amendments to the Constitution
13. Amendments to the Policy Handbook

## **I. NAME**

1. This is the Constitution of the organization called GALERIE VAV GALLERY (hereafter referred to as the VAV).

## **II. GUIDING PRINCIPLES OF DOCUMENT**

1. This document secures the democratic accountability of the VAV to its member base.
2. The document known as the GALERIE VAV GALLERY HANDBOOK outlines specific policies and procedures in regard to specific issues congruent with this Constitution.

## **III. MANDATE**

1. The VAV Gallery is a democratically run student exhibition space. The VAV Gallery's mandate is to showcase and reflect the excellence and diversity of artworks created by students to both university community and the public at large. As well, the VAV seeks to buttress student's academic education by offering various opportunities and experience related to and geared toward the development of professional art practices and careers.

## **IV. OBJECTIVES**

1. To provide exhibition space to Concordia University Fine Arts student.
2. To promote greater access, awareness, and understanding of contemporary visual artwork in the Concordia community by displaying student artworks.

3. To expand Concordia University's commitment to a culture rich in diverse artistic discourse through co-preparation and communication with various departments on campus.
4. To provide a training ground and learning facility for Concordia University students to practice the skills of gallery management and operation, and to develop their skills for professional presentation of their the VAV is to carry on its operations without pecuniary gain to its members, excluding honorariums. Any profits of other accretions of the VAV are to be used in promoting its objectives, to be moved to a financial sections.

## **V. MEMBERSHIP**

### **1. Eligibility of Voting Member**

a) All full time students and part time Bachelors of Fine Art students at Concorida University are eligible to be voting members of the VAV students, unless such membership be revoked as set out by article V., section 5. (Discontinuation of Membership).

### **2. Rights of Voting Members**

- a) All voting members are eligible to vote at any Annual General Assembly (hereafter referred to as the AGA) or General Assembly (hereafter referred to as a the GA).
- b) All voting members may apply for employment by the VAV.
- c) All voting members may apply for an exhibition at the VAV.
- d) All Voting members may sit on the exhibition jury.
- g) All voting members are eligible to sign up for VAV hosted events with limited enrollment.
- h) All voting members are eligible to apply for any monetary grant to be awarded by the VAV.

### **3. Eligibility of Supporting Members**

a. All full and part time staff faculty and staff members of Concordia university, as well as all interested members of the community at large, are eligible to be supporting members of the VAV.

### **4. Rights of Supporting Members**

- a) All supporting members are eligible for appointment to the BoD.
- b) Supporting members are not eligible to become seated members of either the BoD or the Advisory Board.
- c) All supporting members are eligible to sign up for VAV hosted events with limited enrollment.

### **5. Discontinuation of Membership**

- a) Any voting member or supporting member of the VAV who successfully physically compromises or damages any part of the VAV space may have all membership right and privileged revoked.
- b) Any voting member or supporting member seen to be acting in conflict with Article 10 of the

Constitution may have all membership rights and privileges revoked.

## **VI. BOARD OF DIRECTORS**

### **1. Composition**

a) The BOD shall consist of both VAV voting members and supporting members. There must be a minimum of five (5) and a maximum of nine (9) members.

b) Positions shall include:

Chair (1)

Secretary (1)

Treasurer (1)

Development and communications committee members (2-6)

e) Have the power to create special committees. At least One (1) member of the board of directors shall sit on any such committee.

f) Serve without re-numeration, no member shall receive monetary profits from their position on the BOD.

g) Ensure that the mandate and objectives of the VAV are adhered to.

h) Work to update or create policy for the VAV.

### **2. BoD Responsibilities and Powers: Specific**

a) Seated member of the BoD are eligible to vote at all BoD meetings. The specific positions of seated members of the BoD shall be decided upon at the first BoD meeting held after the appointment of a new BoD. In case of one candidate per position, the decision shall be made consensual agreement by all seated members. In that case of more than one candidate per position, the decision shall be made by a majority vote all seated members. The following positions should be filled accordingly to the skills, experience, and interest of BoD members:

#### **Chair:**

- Official representative of the VAV
- Responsible ex-officio for all public relations of the VAV
- Chairs BoD meetings
- Sits on VAV Juries unless it possess a conflict of interest

#### **Secretary:**

- Records the minutes of all BoD meetings
- Posts all minutes within ten (10) days of meetings (as outlines in section IX, 1)
- Maintains a record of all minutes recorded at the Advisory Board and BoD meetings, AGAs and GAs, including a copy of the agenda of each event, and a copy of any report or other material presented at each event

- Prepares, binds, and presents an Annual Report containing a summary of the year's events, in consultation with the Treasurer

**Treasurer:**

- Works under the direction of the VAV Co-Directors, to present a financial statement to the BoD at the end of his or her term.
- Prepares a financial statement as a part of the Annual Report, in consultation with the Secretary.

**Development and Communications committee members:**

- Aid the Treasurer in organizing fundraising initiatives.
- Initiates and develop promotional and educational activities for the VAV
- Research grant and funding opportunities for the VAV
- Liaise between the VAV and its surrounding communities.
- maintain media relations.

**VAV Co-Directors:**

- Communicate daily operations concerns and other issues or information to the BoD

**3. Term of Office for Voting Members**

a) Voting BoD members shall serve until any of the following occurs:

- They are unseated by a motion at the GA
- They miss three (3) consecutive BoD meetings, except during the Summer term (May 1st-August 31st)
- They resign, in writing, to the BoD

**4. BoD Meetings**

a) The BoD shall have at least one (1) scheduled meeting each month during the Fall and Winter terms (Sept 1st-April 1st)

b) All seated and unseated BoD members shall attend BoD meetings.

c) All BoD meetings are to be open to all VAV members, both voting and supporting and must be held in accessible locations.

d) In the case of passing motions, a quorum of 50% plus one member of voting BoD members must be present during voting in order for said motion to be carried. Decisions will be made by a majority vote, with the Chair casting the deciding vote in the case of a tie.

a)The VAV shall, each year, hire two co-directors to carry on the business of the gallery as outlined in the GALERIE VAV GALLERY HANDBOOK.

**5. Summer Term**

a) During the Summer term (May1st-August31st), decisions may be made at BoP 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 Dew BoD**

a) The incoming Bod shall receive from the outgoing BoD all VAV Files, signing authorities, accounts, and any other material, no less than ten (10) days following the AGA or GA. The outgoing Treasurer shall submit his /her report on the financial status of the VAV at this time.

## **7. Policy**

a) The BoD may enact policy to fulfill its responsibilities and powers, as well as the mandate and objective of the VAV, as outlined in this document. Such policy must always be congruent with the Constitution of the VAV and , in instances where conflict arises, the constitution shall take precedence.

b) All policies enacted by the BoD shall be recorded and contained in the GALLERIE VAV GALLERY POLICY HANDBOOK.

## **VIII. ASSEMBLY**

### **1. General Assembly (GA)**

#### **a) Notice of meeting**

A GA may be called:

- By the majority vote of a meeting of the BOD, or
- By the representation to the BoD of a petition signed by at least 20 voting members of the VAV.
- Once called. the GA must abide by posting requirements outlined in Section IX, 1.

#### **b) Proceedings at a GA**

- A GA must take place in a space accessible to all VAV Members.
- The Chair and Secretary of the GA shall be selected by the BoD, and may not run as candidates for the BoD.
- A quorum of thirty (30) VAV voting members shall be required to carry any motion at a GA. An attendance list of all voting members present at a GA must be recorded, including full names and student numbers, in order to record that quorum was met. This attendance list shall be attached to the minutes of the GA.
- The voting body of the GA consists of all VAV voting members present.
- Motions at a GA are carried by a majority vote of the VAV voting members present.

### **2. Annual General Assembly (AGA)**

a) An AGA must be held every year between March 15th and April 15th. The AGA must be scheduled on a day during which there are required scheduled classes.

b) The proceedings of a AGA differs from other GAs only in that the BoD is automatically unseated then the AGA is called to order, and that a new BoD must be voted in before the end of the AGA, members of which assume their positions immediately upon the counting of the

ballots.

## **Missing IX and X**

### **XI HIRING**

#### **1. Co-Director positions:**

The VAV, each year, hire two Co-Directors to Carry on the business of the gallery as outlined in the VAV GALLERY POLICY HANDBOOK.

#### **2. Committee Composition**

a) The Hiring Committee for VAV Directors shall consist of the following:

- VAV Director (2)
- Student relation coordinator (1)

#### **3. Decision Making**

a) Decision for hiring by the VAV must be made by a consensus.

b) priority is given to Concordia University Undergraduate students for paid positions administered by the VAV

#### **4. Provisions for Equitable Employment**

a) All employment procedures must follow the guidelines outlines in Article IX, Article X and Article XI of this document.

b) No voting member of the BoD may receive re-numeration for services rendered to the VAV.

### **XII. AMENDMENTS TO THE CONSTITUTION**

1. The document title CONSTITUTION OF VAV GALLERY may be amended by a two-thirds majority vote of VAV members present at GA.

2. Proposed amendments must be posted according to the provisions outlines in Article IX.

### **XIII. AMENDMENTS TO THE VAV GALLERY POLICY HANDBOOK.**

1. The Document titled VAV GALLERY POLICY HANDBOOK may be amended by a two-third majority vote at the any BoD meeting, or by a two-thirds majority vote of VAV voting members at a GA