

# Concordia Electroacoustic Studies Student Association Constitution Fall/Winter 2023-2024

## **Article 1 - Name**

### **1.1 - Association Name**

The association is named Concordia Electroacoustic Studies Student Association, hereafter referred to as "CESSA," or "the Association"

## **Article 2 - Mandate & Objectives**

### **2.1 - Background**

The Electroacoustic Studies program at Concordia University is home to students with a unique skill set that is highly sought after across various faculties within the university, including Theatre, Dance, Film and Animation, Film Production, Communication Studies, the broader music department encompassing Jazz and Classical studies, Computation Arts, and Visual Arts. These skills encompass composition, sound design, recording, mixing, and sound engineering, interactive sound art and installations, audio electronics, and pro-audio equipment expertise.

#### **2.1.1 - Primary Mission**

CESSA's primary mission, through its initiatives and its crucial role within the network of students and faculty, is to facilitate, promote, and advocate for opportunities, activities, and projects of electroacoustic studies students and other CESSA members. We also aim to foster collaboration between CESSA and other Concordia students, allowing all Concordia students to benefit from the diverse skills and resources available within the community and thereby contribute to the enrichment of the Concordia community as a whole.

#### **2.1.2 - Meeting Objectives**

CESSA shall achieve its primary objectives by organizing public performances, facilitating skill exchanges among members, hosting workshops with industry professionals and subject matter experts, providing scholarship and project grant opportunities, producing and releasing recording compilations and albums through Bandcamp, maintaining online networking and communication platforms, such as a Discord server and social network groups. CESSA shall also organize formal and informal listening sessions, jam sessions, contests, competitions, social gatherings, and other related activities.

### **2.1.3 - Secondary Mission**

CESSA's secondary objective is to raise awareness and advocate for improvements related to health, environmental, and social issues associated with sound.

### **2.2 - Freedom from Discrimination**

CESSA strongly promotes and advocates for the equality and freedom from discrimination of all gender identities, sexual orientations, ethnicities, nationalities, and languages.

### **2.3 - Equity**

CESSA is dedicated to advancing equity and inclusion for historically marginalized social groups in the community of Electroacoustics at Concordia. These groups encompass but are not limited to Black, Indigenous, and other racialized individuals.

### **2.4 - Fundraising**

CESSA may engage in fundraising activities as necessary in order to most effectively serve its members and the community in reaching these objectives.

### **2.5 - Collaboration**

CESSA shall actively engage with sister Concordia music student associations, the music department council, the Fine Arts Student Alliance (FASA), the Faculty of Fine Arts council, galleries within Concordia, as well as other associations, councils, galleries, professionals, and clubs both within and outside of Concordia to advance its objectives.

### **2.6 - First-Year Students**

CESSA shall proactively involve first-year students in the Electroacoustic Studies major or minor in its activities, recognizing that the Association's continued existence depends on the active participation of this group of direct members.

## **Article 3 - Membership**

### **3.1 - Membership Categories**

CESSA recognizes three membership categories, namely, Direct Members, Associate Members, and Honorary Members.

### **3.1.1 - Direct Members**

All students enrolled in the Electroacoustic Studies major or minor are considered Direct Members by CESSA.

### **3.1.2 - Associate Members**

All students in the Music Department are automatically recognized as Associate Members by CESSA. Any student in the Faculty of Fine Arts can obtain Associate Membership by submitting a membership request form to the Communications Coordinator.

### **3.1.3 - Honorary Members**

Honorary Membership status may be granted by the Executive Committee to staff members or individuals not affiliated with Concordia University. This is done if the Executive Committee deems their membership beneficial to CESSA's proper functioning and pursuit of its objectives.

### **3.2 - Member Archive**

The Club Representative/Coordinator is responsible for maintaining an archive of members and their respective statuses as they change.

## **Article 4 - Executives & Their Roles**

### **4.1 - Executive Committee Roles**

There are four Executive Committee roles: the primary Financial/Resource Officer, two or more Secondary Financial Officers, the Booking Officer and the Club Representative/Coordinator.

#### **4.1.1 Primary Financial/Resource Officer - Roles**

The primary Financial/Resource Officer has the responsibility for managing the club's budget. This includes developing a detailed annual budget plan that outlines projected income and expenses for the club's activities throughout the year. They are responsible for keeping a close eye on the club's financial transactions to ensure they align with the approved budget. If necessary, they will propose and discuss budget adjustments with club members to accommodate unexpected expenses or revenue changes.

#### **4.1.1.1 Primary Financial/Resource Officer - Funding Requests**

The primary Financial/Resource Officer will evaluate funding requests from club members or committees, ensuring they align with the club's objectives and budget.

#### **4.1.1.2 Primary Financial/Resource Officer - Financial Guidelines**

The primary Financial/Resource Officer will ensure that all financial transactions and approvals adhere to university policies, financial guidelines, and relevant regulations.

#### **4.1.1.3 Primary Financial/Resource Officer - Funding Opportunities**

The primary Financial/Resource Officer will actively seek opportunities to secure funding and income for the club, through fundraising initiatives, grant applications, and sponsorships

#### **4.1.1.4 Primary Financial/Resource Officer - Financial Updates**

The primary Financial/Resource Officer is responsible for providing regular financial reports and updates at club meetings or as required by university authorities in the interest of transparency and accountability.

#### **4.1.2 Secondary Financial Officers**

Secondary Financial Officers physically sign cheques to authorize payments, disbursing funds according to the club's financial policies and budget.

##### **4.1.2.1 Secondary Financial Officers - Roles**

Secondary Financial Officers hold the responsibility of serving as authorized signatories for club checks and financial transactions. Their duties include reviewing and verifying payment requests, ensuring that all payment requests, invoices, or reimbursement claims are legitimate and supported by appropriate documentation.

#### **4.1.3 Booking Officer - Roles**

The Booking Officer's primary role is securing and managing space on campus for the club's various activities, meetings, and events. Their responsibilities include identifying suitable venues based on the specific needs and requirements of each event and initiating and overseeing the reservation process for campus spaces, ensuring that the club secures the necessary rooms or facilities in advance. The Booking Officer must also communicate and coordinate with university

departments or authorities responsible for managing space reservations, following campus guidelines and procedures.

#### **4.1.4 Club Representative/Coordinator - Roles**

The Club Representative/Coordinator will be responsible for initiating and maintaining communication both within the club and with other clubs and organizations to foster collaboration and partnerships. They will be responsible for engaging with the university administration, faculty advisors, and relevant authorities to ensure the club's activities align with university policies and guidelines. They will be responsible for responding promptly to inquiries and requests from club members, prospective members, and external stakeholders.

##### **4.1.4.1 Club Representative/Coordinator Task Distribution**

The Club Representative/Coordinator is to ensure the efficient distribution of tasks and responsibilities among club members. They will identify the strengths and skills of club members to delegate tasks that align with their abilities. They will create a balanced workload distribution to prevent burnout among members. They will monitor and supervise the progress of delegated tasks to ensure they are completed satisfactorily and on time.

##### **4.1.4.2 Club Representative/Coordinator Record Keeping**

The Club Representative/Coordinator is to maintain accurate records for tracking the club's progress and compliance with university regulations. They will keep comprehensive records of club meetings, decisions, and actions taken, manage the club's official documents, including the constitution, membership lists, and financial records. They will also ensure that all records are organized and readily accessible for reference or audit purposes.

##### **4.1.4.3 Club Representative/Coordinator Conflict Resolution**

The Club Representative/Coordinator may occasionally need to address conflicts or disputes among club members. They will facilitate discussions and mediate conflicts between club members to foster a positive and harmonious club environment. They will encourage open communication and problem-solving among members to resolve disagreements effectively, Seeking assistance from university authorities or advisors when necessary to address more complex conflicts.

#### **4.1.4.4 Club Representative/Coordinator Leadership**

The Club Representative/Coordinator serves as a leader and role model for club members by demonstrating enthusiasm, dedication, and a strong work ethic to inspire and motivate other members, mentoring and guiding newer members, helping them integrate into the club and developing their leadership skills.

#### **4.2 Executive Committee Terms**

The term for all Executive Committee members will be nine months, starting from September and concluding in July the following year. Procedures for an Executive Committee member vacating the position early are outlined in article 7.2.

### **Article 5 - Rights and Responsibilities**

#### **5.1 Voting Rights**

Only Direct Members have the right to vote in the annual election of the Executive Committee.

#### **5.2 Candidature**

Only Direct Members have the right to run as candidates in the annual election of the Executive Committee and serve as its members.

#### **5.3 Direct Member Rights**

Direct Members have the right to attend CESSA executive assemblies. Direct and Associate Members have the right to attend CESSA general assemblies and to serve on committees.

#### **5.4 Honorary Member Rights**

Honorary Members have the right to attend CESSA general assemblies but may not participate in committees.

#### **5.5 General Assembly Responsibilities**

Direct, Associate, and Honorary Members are responsible for attending general assemblies and actively engaging in discussions.

#### **5.6 Shared Responsibilities**

All members, including Direct, Associate, and Honorary, have the responsibility to uphold and work together towards CESSA's objectives.

### **5.6.1 Fulfilling Shared Responsibilities**

Members can fulfill these responsibilities by regularly attending meetings, events, participating in online discussions, networking with other members, contributing to fundraising activities, and more.

## **5.7 Committees**

Committees may be established by the Executive Committee to delegate responsibilities for specific projects, such as event planning, fundraising, and elections.

### **5.7.1 Committee Leadership**

Each committee will have a leader appointed by the Executive Committee, serving as a non-voting representative at executive assemblies.

## **5.8 Executive Committee Transparency**

The Executive Committee ensures transparency by disseminating communications, budgets, meeting minutes, including executive meetings, for all members to stay informed.

### **5.8.1 Executive Committee Summary of Operations**

A summary of operations must be published at least once per semester.

### **5.8.2 Requesting Executive Committee Summary of Operations**

Any Direct or Associate Member may request a summary of operations at any general assembly or on CESSA's official online platform, and it must be published within a week of such a request.

## **5.9 Constitution Adherence**

Direct, Associate, and Honorary Members must respect and adhere to this constitution.

## **Article 6 - Election of the Executive Committee**

### **6.1 Elections Committee**

An Elections Committee is appointed each year to oversee the election of the Executive Committee.

## **6.2 Election Organization**

Students must organize themselves as a committee in time to present themselves when elections are called.

## **6.3 Nomination Period**

Nominations for the Executive Committee will be accepted from the first day of April until the day before the election, collected by the Elections Committee leader.

## **6.4 Election**

The election will be held at the Annual General Assembly in September.

## **6.5 Voting Process**

Votes will be collected by anonymous ballot and counted by the Elections Committee.

## **6.6 Emergency Elections**

In the absence of an Elections Committee, an Honorary Member may serve as the Elections Committee leader to ensure an Executive Committee is elected.

## **6.7 Remote Elections**

If an in-person general assembly cannot be held due to force majeure, members of the previous year's Executive Committee may conduct the election.

# **Article 7 - Impeachment and Replacement of the Executive Committee**

## **7.1 Impeachment Process**

An Executive Committee member may be impeached by unanimous vote of all other Executive Committee members or by a 2/3 majority vote at a general assembly with quorum.

### **7.1.1 Impeachment with Three-Member Executive Committee**

In case of a three-member Executive Committee, impeachment requires a 2/3 majority vote at a general assembly with quorum. In such cases, an interim replacement should be appointed during the same assembly.



## **7.2 Executive Committee Vacancy**

If an Executive Committee member steps down, is impeached, or must be replaced, their responsibilities will be shared by other members of the Executive Committee until such time as a replacement can be elected.

## **7.4 Emergency Executive Committee Contingency**

If the Executive Committee cannot form, any Direct Member may volunteer as an interim Executive Committee member until an election is completed.

# **Article 8 - General Meetings**

## **8.1 Frequency**

General assemblies will occur at least once per semester, including the Annual General Assembly in the first semester.

## **8.2 Quorum**

Quorum for a general assembly is 1/6th of CESSA's Direct Members, excluding the Executive Committee. If quorum is not met, a new date must be set.

## **8.3 Purpose**

General assemblies are for members to discuss CESSA's operations, goals, and address disputes or appeals.

## **8.4 Dispute Resolution**

General assemblies are appropriate for members to resolve disputes and appeal decisions through discussion or voting.

## **8.5 Advance Notice**

The date and agenda of a general assembly will be announced at least a week in advance, at minimum on CESSA's Discord server.

## **8.6 Minutes**

The Club Representative/Coordinator or a designated individual is responsible for recording decisions made during general assemblies.

### **8.7 Mediation**

The Club Representative/Coordinator or a designated individual will mediate discussions during assemblies to ensure civility and respect.

## **Article 9 - Executive Assemblies**

### **9.1 Frequency**

Executive assemblies will be held at least once per month.

### **9.2 Attendance Requirement**

A minimum of three Executive Committee members, each holding different positions, must be present for an executive assembly to proceed.

### **9.3 Purpose**

Executive assemblies are for the Executive Committee to discuss CESSA's operations, goals, and organize committees for decision-making as needed.

### **9.4 Decision-Making**

Decisions will generally be made by consensus, with contentious issues resolved through discussion or voting.

### **9.5 Advance Notice**

Executive assemblies will be announced at least a day in advance, along with an agenda, with a minimum posting on CESSA's Discord server.

### **9.6 Minutes**

The Club Representative/Coordinator or a designated individual is responsible for recording decisions made during executive assemblies.

### **9.7 Mediation**

The Club Representative/Coordinator or a designated individual will mediate discussions during executive assemblies to ensure civility and respect.

## **Article 10 - The Annual General Assembly**

### **10.1 Schedule**

The Annual General Assembly (AGA) will be held once per year in September during the second week of classes.

### **10.2 Quorum**

Quorum for the AGA is one third of CESSA's Direct Members. If quorum is not met, a new date must be set.

### **10.3 Objectives**

The AGA serves to elect the Executive Committee, welcome first-year Electroacoustic students, and set operational goals for the year.

## **Article 11 - Changes to the Constitution**

### **11.1 Proposal of Amendments**

Only Direct Members of CESSA may suggest amendments, additions, or other changes to this constitution.

### **11.2 Consideration Process**

Changes may be proposed at a general assembly, and if seconded, the Executive Committee will vote on whether to consider the amendment.

### **11.3 Special Assembly**

If considered, a date for a special assembly to discuss the change must be set, within one week to one month from the initial assembly.

### **11.4 Quorum for Special Assembly**

Quorum for a special general assembly to consider a change to the constitution is one third of CESSA's Direct Members.

### **11.5 Approval Process**

After discussion at the special general assembly, a vote will be held to determine whether the change is accepted, with a majority vote making the change part of the constitution.

## **Article 12 - Disputes and Appeals**

### **12.1 FASA Compliance**

CESSA abides by all FASA by-laws, regulations, and policies.

## **12.2 External Disputes**

CESSA members may appeal to the FASA Judicial Board to resolve disputes that cannot be resolved internally.