

School of Fine Arts Students Association Constitution

Amended September 11, 2017

Article 1- Name and Affiliation

The name of this Society shall be the "School of Fine Arts Students Association," "SOFA," "SOFA SA". SOFA SA is the body of elected undergraduate students of the School of Art, University of Manitoba.

Article 2 – Mandate

- I. SOFA exists to serve the interests of the School of Art student body. SOFA does this by:
 - a. Providing guidance and orientation of School of Art students.
 - b. Encouraging interdisciplinary interaction between students.
 - c. Encouraging student interaction with the wider arts community on campus and in Winnipeg.
 - d. Keeping students informed on information pertinent to them.

Article 3 - Membership

- I. All undergraduate students registered in the School of Fine Arts are eligible to be on council.
- II. All registered students may attend council meetings without voting rights.
- III. All registered undergraduate students shall be entitled to vote in the annual general elections of SOFA council. Each student shall be entitled to one vote in referenda.
- IV. Only registered students elected during the annual general elections, those appointed by the SOFA council, or in referenda are eligible to vote during SOFA council meetings.

V. The SOFA Council shall include the following positions:

- a. Co-Presidents (2 Positions)
- b. Secretary
- c. Treasurer
- d. Communications Director
- e. UMSU Representative
- f. Senator
- g. Social Programmer
- h. Art History Students' Representative
- i. Ceramics Students' Representative
- j. Drawing Students' Representative
- k. First Year Students' Representative (appointed)
- l. Graphic Design Students' Representative
- m. Honours Students' Representative
- n. Indigenous Students' Representative
- o. Painting Students' Representative
- p. Photography Students' Representative
- q. Printmaking Students' Representative
- r. Sculpture Students' Representative
- s. Video Students' Representative
- t. LGBT2SQ+ Students' Representative
- u. International Students' Representative
- v. Performance Art Students' Representative
- w. Accessibility Representative
- x. Student Art Curatorial Selection Committee Member (Position is held by two members of the Student Art Curatorial Selection Committee. These two members will account for one 'member' position on SOFA SA Council)

Article 4 – Executive

- I. Under the authority of SOFA SA there will exist an executive council to be known as the “SOFA Executive”, hereafter referred to as the “Executive Council”. The Executive Council will be charged with specific and limited jurisdiction.
- II. The Executive Council has the authority to make necessary, immediate decisions for SOFA.
- III. Every effort must be made to hold a full SOFA council meeting with quorum before resorting to an Executive Council decision regarding necessary, immediate decisions.
- IV. Notification of Executive meetings must be sent to every member of SOFA Council.
- V. Minutes from Executive meetings must be recorded and sent to every member of the SOFA Council.

The Executive Council shall consist of the following members:

- I. Co-Presidents
- II. Treasurer
- III. UMSU Representative
- IV. Senator
- V. Communications Director
- VI. Social Programmer

Article 5 - Responsibilities of Individual Council Members

- I. The Co-Presidents will:
 - a. Oversee the other members of the SOFA Council in fulfilling their duties.
 - b. Chair all SOFA Council meetings or appoint a Chair to run SOFA Council meetings.
 - c. Have signing authority for the SOFA Council.

- d. Have joint signing authority with Treasurer for all cheques issued by SOFA.
- e. Communicate with the School Director and Faculty staff on behalf of SOFA.
- f. Promote Council initiatives.
- g. Attend all Senior Stick meetings.
- h. Organize SOFA Council meetings and agendas.

II. The Secretary will:

- a. Record the minutes for all SOFA Council meetings.
- b. E-mail minutes to the SOFA Council membership.
- c. Retain paper and digital copies of the minutes.

III. The Treasurer will:

- a. Attend Treasurer workshops held by the University of Manitoba Students Union (UMSU).
- b. Prepare all paperwork and documentation for annual audit.
- c. Be available for questions on the account and any monetary issues at the time of annual audit.
- d. Provide and retain a record of all receipts/donations made during the SOFA SA's fiscal year.
- e. Retain paper and digital copies of detailed financial records.
- f. Retain all financial records and receipts from previous fiscal years in the SOFA office.
- g. Report on all monetary spending and account balance at every SOFA council meeting.
- h. Keep accounting books up to date.
- i. Have joint signing authority with Co-Presidents for all cheques issued by SOFA.

IV. The Communications Director will:

- a. Oversee, facilitate, and delegate tasks relating to SOFA promotional material (i.e. events, programs, press releases, etc.).
- b. Maintain and update all online communication outlets for SOFA (i.e. facebook, instagram, twitter, email, website, etc.)

V. The UMSU Representative

- a. Attend UMSU council meetings.
- b. Report all pertinent information regarding SOFA to UMSU Council and Executive.
- c. Report all pertinent information regarding UMSU to SOFA Council.

VI. The Senate Representative will:

- a. Attend Senate Meetings.
- b. Attend all Student Senate Caucus meetings.
- c. Represent the interests of SOFA on Senate.
- d. Report Senate activities to SOFA Council.

VII. The Area Specific Representatives will represent the particular interests of the students within their discipline.

- a. Representatives will be an active member of any student group pertinent to their discipline. (i.e. Drawing Club, Ceramics Club, etc.)

VIII. The Indigenous Student Representative will hold the “Faculty of Fine Arts Representative” position on UMISA (University of Manitoba Indigenous Students’ Association.)

IX. The position of Student Art Curatorial Selection Committee Member will be held jointly by the Two School of Art students elected to “Undergraduate Student” on the Student Art Curatorial Selection Committee by SOFA SA Council. The positions and processes related to filling this role is outlined in the Terms of Reference for “Student Art Curatorial Selection Committee Representative”.

Article 6 - General Responsibilities of all Council Members

I. All SOFA members shall:

- a. Read and familiarize themselves with the Constitution, Policies, and Bylaws of SOFA Council.
- b. Ensure they are sufficiently available to attend meetings and perform their duties.
- c. Must attend training organized by the Executive including, but not limited to, consensus training.
- d. Communicate with each other and delegate tasks if individual projects need help.

- e. Actively be involved with all SOFA events, working to hold and promote such events.
- f. Submit a written report at the end of their term in office, which will include a summary of their activities and recommendations to future Council members.
- g. Be registered undergraduates in the School during the entire time of their appointment.
- h. A person having been found to have committed an academically dishonest act, including but not limited to, plagiarism, inappropriate collaboration, impersonation at an examination, or cheating on an assignment or examination during their appointment shall be obliged to step down.
- i. Seek and elect two School of Art Undergraduate to the Student Art Curatorial Selection Committee

If a member of SOFA council misses 3 meetings consecutively in one year without prior notification to one of the two Co-Presidents, their voting privileges will be revoked.

If a member of SOFA council misses 4 meetings without prior notification, said member shall be obliged to resign.

SOFA Council members are entitled to assign a proxy with consent of Council in order to vote on their behalf.

Proxies must attain 2/3 vote during SOFA Council meetings in order to vote on motions.

Article 7 – SOFA Council Election Rules

- I.** All undergraduate students of the School of Art are entitled to one vote for each position in the annual election.
- II.** The Chief Returning Officer (CRO) shall have sole authority to administer the elections and to penalize or disqualify candidates for a breach of these rules.
- III.** The CRO may amend these rules at any time, provided they give 24 hours notice of any amendments.
- IV.** Council may appoint individuals to fill vacant positions during the months of May – February.
- V. Candidate Requirements and Nomination**
 - a. Candidates must be registered students in the School of Art during the academic year in which the election is held.

- b. A person having been found to have committed an academically dishonest act, including but not limited to plagiarism, inappropriate collaboration, and impersonation at an examination, or cheating on an assignment or examination are ineligible for any positions within SOFA.

VI. Nomination forms:

- a. Will be produced and distributed to students two weeks prior to the election Period by UMSU.
- b. Shall include the rules and requirements and a space for candidate information and signatures
- c. There will be one form for Co-Presidents, which shall require
 - 01 Candidate information (name, unit, telephone, and email)
 - 02 Signatures from 25 students in the Faculty, and
 - 03 Signatures from 5 faculty or staff in the School.
- d. There will be one form for all other candidates, which shall require
 - 01 Candidate information (name, position applied for, telephone, and email)
 - 02 10 signatures from students in the School
 - 03 2 signatures from faculty or staff in the School.
- e. Shall be due to the CRO at least a week before the election is to be held.

VII. Elected members must be available to represent and serve their fellow students until the conclusion of the academic year following their election.

VIII. Campaign Expenses

- a. Candidates may spend up to a maximum of \$20 on their campaigns.
- b. Candidates who exceed their campaign expenses may be disqualified by the CRO.
- c. Candidates must submit receipts for all expenses incurred during the election campaign to the CRO.
- d. The incoming SOFA Council may choose to reimburse candidates for their campaign expenses, and should only reimburse candidates for any expenses allowed by the CRO.
- e. Campaigning shall be restricted to the period between the day after the nomination forms are due, until the day before the voting starts, at 10 PM. Candidates who do not remove all promotional material by this time will be disqualified from the election.

IX. Complaints

- a. Any undergraduate student in SOFA may file a complaint with the CRO regarding the actions of a candidate. Such a complaint should indicate who is making the complaint, who the complaint is directed against, which rules have been contravened, and any other particulars the complainant deems relevant.
- b. The CRO will issue a ruling on any valid complaint within 48 hours of receiving it.

X. Ties

- a. In the event of a tie in any of the above positions, both candidates must provide a presentation during the next SOFA Council meeting. The existing Council will then go into closed session where they will debate and cast a final vote to decide which candidate will fill the position.

Article 8. Ad Hoc Committees

- I. 1. SOFA Executive Committee may create Ad-Hoc Committees when necessary.

Ad Hoc Committees must:

- a. Have a precise mandate and a set start and end time contained in its Terms of Reference.
- b. Present a report as required to each SOFA Council meeting.
- c. Cease to exist once they have fulfilled their mandate or passed the date set for their dissolution.
- d. Contain at least two members of SOFA Council and at least one Student at Large in the School.
- e. Hold their first meeting within 30 days of their creation, or the Committee shall cease to exist.

Article 9 - Amendments

- I. Any amendment(s) to the Articles of this Constitution require adherence to the following procedure:

- 01 Notice of motion of any amendment(s) to the constitution must be given at the meeting immediately prior to the meeting at which the motion is to be entertained.
- 02 Amendments must be passed by a 2/3 majority vote.