

By-laws of the Concordia Association of Students in Theatre  
*Effective April 17, 2015*

The Executive Committee of the Concordia Association of Students in Theatre (CAST) has agreed upon all policies listed herein and authorized this document for reproduction. All policies listed herein are valid from the effective date at the beginning of this document.

1. Name
1. The Concordia Association of Students in Theatre (CAST) is a student association designed to support and enrich the experiences of students enrolled in the Department of Theatre at Concordia University.
2. Objectives
  1. CAST endeavours to create an environment where all theatre students can share concerns, experiences, and ask questions. CAST provides outreach by hosting events such as cabarets, giving students the opportunity to present in-process work and by hosting specific workshops to prepare students for participation in the theatre community at large.
3. Membership
  1. Members
    1. All individuals registered as students within the Department of Theatre at Concordia University are considered Members of CAST (referred to hereafter as the Membership). Members are accorded the following rights:
      1. Attendance and speaking privileges at all General Meetings, Special General Meetings and Annual General Meetings of CAST;
      2. Voting privileges at all General Meetings, Special General Meetings and Annual General Meetings of CAST;
      3. Candidacy for positions on the Executive Committee (see Article 4);
  4. Attendance and participation at all events and workshops offered by CAST.
2. Executive Members
  1. Members who have been duly elected to the Executive Committee of CAST are hereafter referred to as Executive Members for the length of their term (see article 4).
3. Associate Members
  1. All individuals registered as students within the Faculty of Fine Arts at Concordia University are considered Associate Members of CAST. Associate Members are accorded the following rights:
    1. Attendance and speaking privileges at all General Meetings, Special General Meetings and Annual General Meetings of CAST;
2. Attendance and participation at all events and workshops offered by CAST.
4. Executive Committee
  1. Composition and Structure
    1. The Executive Committee of CAST shall be composed of five (5) individuals elected from the Membership.
    2. To reflect the collaborative nature of the theatre process, the Executive Committee of CAST shall function as a collective, with all Executive Members entitled to equal rights and expression within the Executive Committee.

3. Decisions of the Executive Committee shall be made by consensus.
- The Executive Committee shall consist of the following five (5) roles:
1. Chair
  2. Outreach coordinator
  3. Events coordinator
  4. Treasurer
  5. Secretary/Librarian
5. The title of Chair shall not be seen to accord any special powers to the Executive Member elected as such (in accordance with Article 4.1.2).
  6. Executive Members shall not hold executive positions within any other student association in Concordia University.
2. Election
    1. Members who wish to present their candidacy shall do so in writing (by electronic mail or paper copy) submitted to an Executive Member prior to the Annual General Meeting (see Article 8.3).
    2. Nominations from the floor may be made at the Annual General Meeting.
    3. For Executive Committee positions where more than one candidate is declared, the position shall be filled by a plurality vote of Members present at the Annual General Meeting.
  3. Recall and Dismissal
    2. An Executive Member may be recalled if the Executive Committee receives a petition signed by at least 10% of the Membership. Upon the receipt of a recall petition, a Special General Meeting of the Membership shall be duly called and a two-thirds majority vote of Members present at the Special General Meeting shall be required to recall the Executive Member in question (see Article 8.2).
      2. An Executive Member may be dismissed after three unexcused absences from General Meetings (see Article 8.1).
      3. Given that CAST executives are expected to maintain a “safe, healthy and collaborative working environment within the department”, (see Article 4.15) and the role of CAST in assigning delegates to the Advisory Committee on Equity and Diversity, (see Article 4.10) and are thusly responsible for promoting its mandate: any Sexist, Racist, Heterosexist, Transphobic, Ableist or otherwise oppressive or discriminatory behaviour of a CAST executive committee member towards another executive member or a member of the student body is directly in contradiction of the objectives and responsibilities and is grounds for dismissal on a case by case basis at the discretion of the executive. The executive is encouraged to seek third party mediation.
  4. Responsibilities
    1. Administration of the budget;
    2. Representation of the Membership at Departmental Meetings (see Article 8.4);
    3. Mediation of student-faculty conflicts;
    4. Organization of events for the Membership, including the purchase of liquor licenses required for such events;
    5. Maintenance of a register of Membership that identifies the number of Members in a given academic year for the purposes of establishing quorum at Special General and Annual General Meetings (see article 8.2 and 8.3);

6. Maintenance of the CAST bank account (see Article 5.3);
  7. Maintenance of the CAST office (see Article 6);
  8. Maintenance of CAST records (see Article 7);
  9. Reports to the Fine Arts Student Alliance (FASA) as required;
  10. Nomination of student representatives to the Steering Committee on Issues of Equity and Diversity;
  11. CAST's compliance with established department policies;
  12. Administration and moderation of CAST social media accounts and website;
  13. Prompt attention to students' issues, concerns, or questions;
  14. Continuous improvement of student life;
  15. Promotion of a safe, healthy and collaborative working environment within the department.
5. Budget
1. The budget shall be composed of:
    1. Core activities funded by FASA's annual allocation of clubs funding, planned in accordance with the FASA clubs spending policies;
    2. Supplementary activities contingent on CAST fundraising or supplementary funding from FASA, the Concordia Student Union (CSU) and/or the Concordia Council on Student Life (CCSL), planned in accordance with the FASA, CSU and CCSL grant spending policies.
  2. CAST's annual budget shall be established by the Executive Committee and presented to the Membership for approval.
  3. The Chair and Treasurer shall jointly administer the CAST bank account.
  4. The Treasurer shall administer all reimbursement of Executive Members and/or Members through FASA, the CSU and/or the CCSL.
  6. Office
    1. The Executive Committee shall maintain an office for the use of the Membership in a space duly assigned by the Department of Theatre.
    2. The two (2) keys to the office shall be held by
      1. The [Chair](#);
      2. Another Executive Member as duties require.
    3. The Executive Committee shall be responsible for:
      1. Cleanliness and order of the office;
      2. Condition of the office furniture;
  3. Decoration of the office;
    4. Maintenance of the Library (see Article 7.2).
    4. While using the office, Executive Members shall make themselves available for consultation with the Membership.

Purchases related to the maintenance of the office shall be duly budgeted within the supplementary portion of the CAST budget (see Article 5.1.2).

7. Records and Library
1. Records pertaining to the activities of CAST and the Executive Committee are to be kept in the CAST Record Book, and shall include at a minimum:
    1. Minutes from all Meetings (see Article 8);
    2. Annual Budgets and spending records (see Article 5);
    3. Semi-Annual and Annual reports to FASA Council;
    4. The current By-Laws (see Article 9).
  2. The CAST Library shall be organized, catalogued and administered by the Secretary.

## 8. Meetings

### 1. General Meetings

1. A regular schedule of General Meetings shall be established and duly advertised to the Membership at the beginning of each semester.
2. General Meetings shall be held, at minimum, on a bi-weekly basis.
3. General Meetings shall be open to all Members and Associate Members.
4. Faculty and staff shall be permitted to attend General Meetings at the discretion of the Executive Committee.
5. The Secretary shall be responsible for recording minutes at all General Meetings.

### 2. Special General Meetings

1. Special General Meetings may be called to address a particular issue if the Executive Committee receives a petition signed by at least 10% of the Membership.
2. The Executive Committee shall provide at least seven (7) days notice of Special General Meetings to the Membership, and shall publicize an agenda and pertinent documents at this time.
3. Special General Meetings shall be open to all Members and Associate Members.
4. Faculty and staff shall be permitted to attend Special General Meetings at the discretion of the Executive Committee.
5. Quorum for a Special General Meeting shall be 5% of the Membership.
6. The Secretary shall be responsible for recording minutes at all Special General Meetings.

### 3. Annual General Meetings

1. The Annual General Meeting shall be held within the last thirty (30) days of the academic calendar in the winter semester.
2. The Executive Committee shall provide at least seven (7) days notice of the Annual General Meeting to the Membership, and shall publicize an agenda and pertinent documents at this time.
3. The Annual General Meeting shall be open to all Members, Associate Members.
4. Faculty and staff shall be permitted to attend the Annual General Meeting at the discretion of the Executive Committee.
5. The Annual General Meeting shall include:
  1. A financial report to the Membership;
  2. A report on activities to the Membership;
  3. The election of the Executive Committee.
6. Quorum for an Annual General Meeting shall be 5% of the Membership.
7. The Secretary shall be responsible for recording minutes at the Annual General Meeting.

### 4. Departmental Meetings

1. The Executive Committee is entitled to two voting seats at monthly meetings of the Department of Theatre, and shall be allotted time on the meeting's agenda to share and discuss student issues.
2. One of the two voting seats shall be occupied by the
3. , and the other voting seat shall be filled from within the Executive Committee.
4. The Executive Members present at Departmental Meetings retain the right to keep a written record of matters discussed in open session therein.

### 5. Executive Meetings

The Executive Committee shall meet from time to time as required by their activities and responsibilities.

6. Individual Appointments

1. Members may contact the Executive Committee to arrange an individual appointment with an Executive Member to address issues that fall within CAST's responsibilities.
  2. The Executive Committee retains the right to keep a confidential written record of matters discussed therein.
9. By-Laws
1. The By-Laws describe the agreed-upon activities and responsibilities of CAST and are effective as of the date indicated.
  2. The Executive Committee, in consultation with the Membership, can engage CAST in new activities and/or responsibilities throughout the academic year on a provisional basis provided that new activities and/or responsibilities are not in conflict with those identified herein.
  3. Changes to the By-Laws shall be presented at a Special General or Annual General Meeting of the Membership for approval by a simple majority vote of Members present at the Meeting in question.
  4. The Executive Committee shall be responsible for informing the Membership of proposed changes to the By-Laws with the notice of the meeting (see Articles 8.2.2 and 8.3.2).
10. Liability
1. CAST and the Executive Committee are responsible for all policies identified herein. CAST and the Executive Committee are not liable for any injury or accident that occurs while on Concordia University premises unless it can be proven that CAST's actions are directly responsible for said injuries or accidents.
  2. In the event of any dispute with CAST, the Executive Committee reserves the right to seek mediation by a third party.

Should any major incident occur, the Executive Committee is encouraged to consult its department liaison for guidance on the matter.