

CONSTITUTION OF VISUAL ARTS SUPPORTERS’ ASSOCIATION

2020/2021

Table of Contents

[Exhibit 1 – Designation 3](#_Toc75688069)

[Exhibit 2 – Club Mandate 3](#_Toc75688070)

[2.1 Code of Conduct: 3](#_Toc75688071)

[Exhibit 4 – Ramifications 4](#_Toc75688072)

[a. **Written Notice** 4](#_Toc75688073)

[**b.** **Oral Notice** 4](#_Toc75688074)

[**c.** **Probation** 5](#_Toc75688075)

[**d.** **Termination** 5](#_Toc75688076)

[Exhibit 5 – Committee roles 5](#_Toc75688077)

[**Executives:** 6](#_Toc75688078)

[**Senior Members:** 8](#_Toc75688079)

[Exhibit 6 – Copyright Laws 11](#_Toc75688080)

[Exhibit 8 – Website 11](#_Toc75688081)

# **Exhibit 1 – Designation**

The club’s official name will be “VISUAL ARTS SUPPORTERS’ ASSOCIATION” and may be referred to as “VASA”. No other name will be used in the advertisement or representation of the club.

# **Exhibit 2 – Club Mandate**

"The Visual Art Supporters’ Association (VASA) at the University of Western Ontario is dedicated to supporting Visual Art students, generating community within the Visual Art faculty, and integrating Visual Arts further into the culture at the University of Western Ontario. VASA represents a network of individuals in the Visual Arts department, including undergraduate students, graduate students, faculty and staff members."

## 2.1 Code of Conduct:

All members have the right to:

* Be treated fairly, equally and with respect by the Association, its Committee and other members.
* Socialize in an environment free from all forms of harassment and discrimination.
* Be informed and actively involved in all club events and offerings.

Herein lies the code of ethics in which all members shall obey. When a person agrees to be a member of VASA they henceforth agree to follow this code of conduct, by which accepting all the consequences that follow if they fail to uphold these requirements:

1. All members shall be treated equally and without discrimination based on race, gender or sexual preference.
2. If a member is proven to be discriminatory in any way, they shall be removed from their role promptly and without appeal.
3. All members shall be given the opportunity to inform others of their pronouns, should they desire and/or feel comfortable, and will be addressed as such.
4. Behave responsibly and ensure they conduct themselves in a manner which will not injure the reputation of VASA, AHSC, the Visual Arts Department, and/or Western University.
5. All members are to be held to a reasonable level of communication. This includes responding to written and verbal communication. Written communication includes emails, messages, and any other form of digital communication. Verbal communication includes actively listening to the speaker, paying a respectful level of attention to the speaker, and engaging in the speaker’s conversation.
6. Always show an appropriate amount of respect and appreciation for people who give their time to help the association and/or event(s).
7. All members are expected to follow given instructions by their supervisor. In the event that any instruction appears inappropriate or unnecessary, the member is to bring the issue directly to the President and/or Vice-President.
8. If a member feels as if they have been wrongfully mistreated, it is to be immediately brought to the attention of the head of the corresponding portfolio. Should the situation require it, it is also to be brought to the attention of the President and/or Vice-President.
9. If a member feels like their supervisor is misusing their power, it is to be immediately brought to the attention of the President and/or Vice-President for further investigation.
10. No member may bully or belittle another member
11. Any member proven to purposefully offend or bully another member shall be promptly removed without appeal.
12. All members agree to treat each other with kindness, compassion, and understanding.
13. Develop an appropriate working relationship with the VASA members, based on mutual trust and respect.
14. No member may make racial, ethnic or gender-related slurs, or derogatory comments at any time in any VASA related setting;
	1. Any member proven to do so another member shall be promptly removed without appeal.
15. Never physically or verbally harass others.
16. Shall not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other persons on the ground of gender, race, disability, age, religious belief, political belief, sexual orientation, and/or social background.

# **Exhibit 4 – Ramifications**

For the safety and security of all VASA members, each member is required to follow the VASA Code of Conduct (Exhibit 2.1) whilst upholding their individual responsibilities (Exhibit 5). Ramifications is broken down into 4 subsections.

1. Written Notice
2. Oral Notice
3. Probation
4. Termination

Each section describes the ramification process which is initiated when a member is failing to adhere to their role’s responsibility and/or failing to follow the code of conduct.

1. **Written Notice**

When a member is visibly avoiding their responsibilities and/or commitment in their work effort or enthusiasm for club activities and/or their role, the President and/or Vice-President will compose an email warning. This email warning will inform the member in question of areas in which their work or work ethic is slipping and inquire if the individual needs further support. They will then come up with a reasonable solution together to resolve the issue.

1. **Oral Notice**

When the member in question continues to evade his/her/their role’s responsibilities and/or the Code of Conduct, the President and/or Vice-President will arrange a formal meeting with said member. This meeting may be a virtual video call *or* an in-person meeting in an appropriate VASA setting. An impartial third-party individual must be present to act as witness. All meeting minutes must be documented and all parties should be given access to the recorded documents following the meeting. In the meeting said member’s shortcomings will be discussed in-depth and reasonable solutions and/or compromises should be reached.

1. **Probation**

In the event that the member in question continues to elude their responsibilities, as a VASA member, the Vice-President will henceforth oversee the doings of said member’s job until he/she/they show a reasonable level of improvement. The Vice-President will report back all improvements or failings to the President through written documentation.

1. **Termination**

In the event that the individual fails to show adequate improvement during the three previous stages, the President and/or Vice-President will take action to terminate the member in question. The President and/or Vice-President will request a meeting of resignation where an impartial third-party individual must be present to act as witness. All meeting minutes must be documented and all parties should be given access to the recorded documents following the meeting. After three reasonable attempts to schedule a meeting, if they are unable to schedule a meeting of resignation, the President and/or Vice-President will send a formal termination email outlining the reasons for termination and specifying date of termination. An impartial third-party individual must be CCed on said email. All of said member’s responsibilities will be reassigned to other VASA members until a replacement is hired for the role.

# **Exhibit 5 – Committee roles**

There shall be an Executive Committee.

1. The Executive Committee will include VASA’s President, Vice-President, VP Communications, VP Events, VP Finance, and *Aeterna* Editor-in-Chief.
2. Collectively, the Executive Committee will ensure that the club’s activities do not violate the Arts and Humanities Faculty or Western University’s policies and procedures, and municipal, provincial and federal laws.
3. Membership is open/free to all undergraduate students and graduate students.
4. Executive members shall be students enrolled in a minimum of 1 visual arts department class worth 0.5 term credits.
5. Membership in VASA shall not be limited to persons based on their race, color, religion, gender, national origin, age, ability, gender expression, gender identity or sexual orientation.

There shall be an Official Board Committee.

1. Herein states the roles and responsibilities of team officials whose main purpose is to assist the vasa executives, follow the guidelines given at discretion of the president or other executive members.

## **Executives:**

1. The **President** will:
2. Oversee all other VASA members in fulfilling their responsibilities.
3. Make final executive decision regarding events, publications, social media posts, and graphics.
4. Chair all meetings.
5. In the event that the President is unable to do so, the Vice-President will step in as his/her/their proxy.
6. Act as a liaison between AHSC’s DC commissioner and VASA.
7. Be responsible for attending bi-weekly AHSC meetings.
8. Have signing authority for all VASA accounts.
9. Be responsible for member training throughout the summer, in September and turnover and re-hiring in March.
10. If unable to attend VASA meetings or events, assign an executive/ Vice President with all the responsibilities of the President, until the President is able to return to active duty.
11. Be responsible for contacting the Visual Arts department and Visual Arts Administrative department in the summer, and at the start of each new term.
12. Will act as a liaison alongside Vice-President between VASA, faculty and administration.
13. Be responsible for managing all VASA email accounts, and relaying and forwarding all relevant information to Executive members as needed.
14. The **Vice-President** will:
15. Fill in for the President if he/she/they is incapable of performing duties for a period of time and/or until the President is able to return to active duty.
16. Ensuring members are following Code of Conduct, and their responsibilities. Is to dole out repercussions when appropriate if a member is failing to uphold their role’s responsibilities.
17. To assist the President at the President’s discretion.
18. Annually edit and update VASA’s constitution.
19. Assist the President in the re-hiring process every March.
20. Will act as a liaison alongside President between VASA, faculty and administration.
21. The **VP Communications** will:
22. Ensure all VASA members are informed and regularly updated on advertising and communications with faculty members, students and/or all other organizations, clubs, councils, or committees VASA is collaborating with.
23. Will create, delegate and organize advertising for all events and programming. This includes physical and digital advertisements.
24. Oversee the Communications team which will be comprised of a Social Media Manager, Graphic Designer/Artist, and a Photographer/Videographer.
25. Ensure all advertising is devoid of any offensive content.
26. Ensure all components of advertising are appropriately sourced and do not infringe on any Copyright laws.
27. The **VP Events** will:
28. Research and be aware of all past VASA events.
29. Choose, plan, and spearhead the execution of all VASA events under the direct supervision of the President and Vice-President.
30. Create a cohesive and detailed events schedule for the summer and university calendar year based on member, executive, and student interest.
	* 1. Research and create an overall budget for all VASA events, as well as create an itemized budget for each individual event by July 1st to be submitted to the VP Finance and President for review.
	1. Create appropriate but flexible schedules and calendars for all aspects of each VASA event at least 4 weeks prior to each event.
31. Be responsible for submitting event proposals for each individual event by July 1st to be submitted to the President and Vice-President for review.
32. Organize and delegate tasks amongst executives and members to ensure the proper execution of each event, and,
33. Be responsible for adhering to all terms and conditions set forth by the

 Arts and Humanities Faculty.

1. The **VP Finance** will:
2. Oversee all financial dealings of VASA.
3. Keep complete and detailed records of all financial dealings of VASA.
	1. All records should be maintained in an organized fashion and be kept in an accessible digital platform such as VASA’s Google Drive.
4. Ensure that all expenditures are properly authorized and documented.
5. Work with the members of VASA to craft and complete a cohesive full year budget to submit to AHSC’s VP Finance.
6. Have signing authority for all VASA accounts.
7. Ensure Visual Arts Administrative department is aware of, and approves all VASA financial dealings.
8. Be responsible for contacting the President, Visual Arts department and Visual Arts Administrative department in the summer, and at the start of each new term to schedule a meeting time and establish/confirm working point of contacts.
9. The **Secretary** will:
10. Document and create a written record of all meetings.
	1. Summarize the meetings and distribute minutes to all members.
	2. All records should be maintained in an organized fashion and be kept in an accessible digital platform such as VASA’s Google Drive.
11. Assist the Vice-President in writing formal documents for the club, and revise the Constitution annually.
12. The **Editor-in-Chief** will:
13. Hire Publications team with the assistance of the President and Vice-President every March.
14. Organize and delegate all roles and tasks for the Publications Portfolio; and,
15. Be responsible for an annual publication, henceforth known as Aeterna.
16. Be in charge of all executive decisions involving Aeterna.
17. Oversee the Publications Portfolio, which will be comprised of, Copy Editor, Layout Editor, and Gallery Coordinator.
18. Ensure Aeterna is released annually during Winter semester.
19. The **Three Representative(s)** will:
	1. Act as liaison between VASA and students to generate interest in the VASA.
	2. VASA will take on three representatives in order to better represent different fields of Visual Arts;
	3. The addition of any first year representatives will be made by the VASA Executive team, including the President, Vice-President, VP Events, VP Communications, and VP Finance every September.
	4. Be registered in the field of the Visual Arts Department that they represent.
		* 1. Art history
			2. Museum & Curatorial studies
			3. Studio art
	5. Promote the interests and concerns of their constituents to the President of VASA, and if need be, pass onto the DC commissioner so they may communicate it to AHSC.
20. Must be enrolled in a minimum of 0.5 courses within the Visual Arts Department.

## **Senior Members:**

* + 1. The **Graphic artist(s)** will:
	1. Report directly to VP communications.
		1. Will work closely with the VP Communications to create the graphics to the liking of the team.
	2. Be in charge of creating all VASA graphics such as call for submissions, logos, profile pictures, and any other graphics VASA requires.
	3. Work in tandem with Social Media Manager to ensure optimal digital marketing and coverage.
	4. Design logos or merchandise for any and all promotions.
	5. Create a submission form to ensure fellow VASA members can submit requests for new graphics a minimum of 3 weeks prior to the programming the graphic is required for.
		1. The **Social Media Manager** will:
1. Report directly to VP Communications.
2. Be responsible for the control of all social media accounts including Facebook, Instagram, YouTube,
	1. and any new social media platforms/accounts created for VASA.
3. Ensure all information and graphics given by Executive team are posted in a timely fashion.
4. Review posts for typographical errors (graphics and information).
5. Create a flexible schedule for the year with specific dates and times for all content which needs to be posted.
	1. This includes posting graphics, event information, and any and all other content.
6. Ensure all graphics are in line with the years theme/colour palette.
	* 1. The **Photographer** will:
	1. The Photographer will be required to attend all events and programming, in order to photograph and document all events for social media posts and to further boost Vasa events.
	2. If circumstances allow, the photographer will be in charge of team headshots for website and social media as well as any outreach as needs arise.
		1. Will work with the Graphic artist to edit headshots so they are in line with the year’s theme/colour palette.
		2. The **Publication Layout Editor** will:
7. Report directly to the Editor-in-Chief.
8. Assist the Publications Portfolio and all other members in duties pertaining to Aeterna.
9. Be responsible for the layout and design of Aeterna.
10. Help ensure that Aeterna is completed and released during the Winter semester.
11. Review submissions with the Publications Portfolio and be responsible for selecting the content used in Aeterna.
12. Be responsible for ensuring the Publications Portfolio chooses a colour palette and theme/subject for that year’s publication, and sticks to that theme/colour palette.
	* 1. The **Publication Copy Editor** will:
13. Report directly to Editor-in-Chief.
14. Assist the Publications Portfolio and all other members in duties pertaining to Aeterna.
15. Assist the Publications Portfolio in any and all additional tasks necessary to ensuring Aeterna’s success.
16. Be responsible for reviewing the content of all VASA writing, ensuring there are no typographical errors.
17. Refrain from editing the content and style or otherwise significantly altering the works submitted, in order to maintain the author’s spirit.
18. Review submissions with the Publications Portfolio and be responsible for the selecting of the content used in Aeterna.
	* 1. The **Publication Gallery Coordinator** will*:*
19. Assist the Publications Portfolio and all other members in duties pertaining to Aeterna.
20. Ensure that the Aeterna’s gallery launch party is held and executed properly.
21. Organize the event in tandem with Aeterna’s release.
22. Coordinate with the representatives to aid in the execution of the gallery launch party.
23. If circumstances allow, coordinate the
	* + 1. Temporary custody and acquisition of art selected for Aeterna
			2. Curating of the gallery/ exhibition space
24. Collaborate with the VP events and the Editor-in-chief to craft the event.
	* 1. The **First Year Finance Associate** will:
25. Assist VP Finance in recording financial interactions and maintaining the budget
26. The First Year Associate(s) will be decided upon by the President and Executive team.
	* 1. The **First Year Events Associate** will:
27. Assist VP events in creating and executing all events to be held by VASA in every university calendar year.
28. The First Year Associate(s) will be decided upon by the President and Executive team.

# Exhibit 6 – Copyright Laws

1. Following copyright laws, rules and regulations is essential for all VASA members. The Communications Portfolio, in particular, are to pay special attention to such laws when creating any content.
	1. It is strongly suggested all members regularly research and be aware of any repercussions relating to copyright infringement.
	2. It is suggested the Graphic Artist, and Communication Portfolio at large, use free images, which are free of copyright, and can be used for publications without consequence.
2. All images used by VASA must be free of copyright, in order to avoid copyright infringement.
3. This law is applied to any and all visual social media posts, stories, profile pictures, and posters. Anything created to be seen by the public must be made with images free of copyright.

# Exhibit 8 – Website

* 1. The domain that VASA owns is [www.vasauwo.com](http://www.vasauwo.com),
	2. Domains are transferable and can change to different website making companies. Any changes made to the domain must be approved by the President.
	3. Domains and website building websites are separate entities and have different prices associated with each. The VP Communications and Communications Portfolio must ensure these prices are budgeted for by July 1st.