

ASFA 101



2021
EDITION



Land Acknowledgement

We would like to begin by acknowledging that we are located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtià:ke/"Montréal" is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the "Montreal" community. We acknowledge that we are located on a land that has been the site of human creativity and story-telling for thousands of years, and are thankful that we are able to create, collaborate, play, and work here. We also want to acknowledge that these land acknowledgements are only a starting point for addressing and combating the colonial history in Canada and that we must all continue to decolonize our histories, education, and ways of life.



Foreward

So what is a Zine? Zines are self-published works which are produced and distributed at a low cost and outside the realm of mainstream press. As a result, Zines exist as a representation of an alternative to the commodified and hierarchical world of commercial media providing accessible vehicles for the transference of knowledge, ideas, expression, and art. The topics covered by Zines include all kinds of individuals and themes - so there are no limits to what you can create! Thus, in its truest form, Zines doesn't necessarily have any formal definition.

The first Zines can be traced back to the science fiction fandoms of the 1930s as "fan magazines." Followed by the countercultural movements of the 50s and 60s, as well as the art and literary magazines of the 60s and 70s, and the punk music scene of the 80s, Zines have existed for decades as a way to distribute low cost publications on topics of art, politics, culture, and activism. As a result, redefining what circulated media can look like, while simultaneously, influencing the rise of activist artists' magazines and the feminist scenes which would develop later on.

Overall, Zines have existed as part of a variety of movements and social causes for nearly a century. It is with this history and philosophy in mind that we have created "ASFA 101." We hope these pages can help you to understand the relevance of ASFA as a student union in Quebec, and how we are a resource for anyone wanting to get involved in various aspects of Concordia, as well as, a place to mobilize around important issues relevant to our Arts and Science community.

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WANT TO LEARN
MORE ABOUT THE
ZINE COMMUNITY
IN MONTREAL?

**“COLLECTIVE 4891 ZINE:
COMMUNITY CARE EDITION”**

A Zine that can be exchanged for donation receipts to organizations related to BLM and anti-racist work instead of being sold (@collective4891 on Instagram)

ZINE ARCHIVES
IN MONTREAL

ARTEXTE

2 rue Ste-Catherine Est #301 / Montréal, QC
514-874-0049 / artexte.ca
collections@artexte.ca

**BIBLIOTHÈQUE ET ARCHIVES NATIONALES
DU QUÉBEC : COLLECTIONS SPÉCIALES**

2275 rue Holt / Montréal, Qc
514 873-1100 / banq.qc.ca
collectionsspeciales@banq.qc.ca

ARCHIVE MONTRÉAL

www.arcmtl.org
(514) 279-6187

**QPIRG MCGILL – ALTERNATIVE
RESOURCE LIBRARY**

3647 University, 3rd floor / Montreal, QC H3A 2B3
Qpirgmcgill.org / 514-398-7432
info@qpirgmcgill.org



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WHAT DOES
ASFA DO?



WOW!

Naissance of ASFA

Founded in 2001, the Arts and Science Federation of Associations (ASFA) is an accredited, independent, and democratic student union which represents all Concordia undergraduate students in the Faculty of Arts and Science. On behalf of over 15,000 students, ASFA exists as the umbrella association for 32 Member Associations (MAs) in Arts and Science – ranging from Communications, Geography, Mathematics, Economics, Biology and beyond. ASFA is responsible for delivering social events (such as Freshman Orientation, aka Frosh), academic initiatives, and advocacy projects to assist our student body. We are also tasked with carrying out our own administration, governance, and elections with elected student representatives, student councillors, and hired staff. Overall, ASFA exists as a member focused non-profit organization that strives to make a positive impact on student wellbeing through facilitating a safe campus community.

ASFA is led by the Executive Committee which is composed of the Communications, Internal, Academic, Mobilization, Finance, Student Life, and Executive Coordinators. Each Executive position is responsible for at least one Standing Committee which is made up of Council Members and Members-At-Large. In this context, Council represents ASFA's board of directors and is responsible for making high-level decisions at monthly meetings known as Regular Council Meetings (RCMs). The subcommittees and Executives are then tasked with implementing council decisions and ASFA

by-laws and policies between each council session. The Executives also submit reports each month in order for the council to know – and approve – of what ASFA is currently working on.

ASFA also makes it a priority to hire students as staff for various positions that support the Executives and Councillors in their roles. Currently, ASFA is fortunate to have a Graphic Designer, Illustrator, x2 Office Clerks, an Archivist, and our General Manager which help ASFA with our day to day tasks and responsibilities. Staff roles can range from creating graphics for our Instagram feed, to aiding with administrative tasks, and responding to student requests and questions. As is evident, ASFA wouldn't be able to fully function without our dedicated team of staff! (we love y'all <3)

The By-Laws and Standing Regulations – which can be accessed through our website – represent the highest level of governing authority in ASFA and include broad, legalistic, and structural guidelines for ASFA members to follow. MAs also possess their own governing documents which may or may not differ from ASFA's regulations. In addition to these documents are then ASFA's policies that are reviewed and created by the Policy Committee, which are then presented to Council in order to gain approval. These policies include the, 'Policy against Harassment, Discrimination and Violence,' as well as the, 'Ethical Purchasing Policy' which help ASFA through providing guidelines and a course of action when responding to various issues.

Member Associations

Our Member Associations (MAs) are departmental based student unions which deliver their own social and academic events, initiatives, and resources. ASFA then contributes to the campus community through supporting our Member Associations in their administration, governance, and elections which take place once in the Fall and Winter semesters. Through assisting our MAs we can better accommodate our student body more directly. In particular, ASFA provides

the core funding for the Member Associations and the opportunity to apply to our Special Projects Fund that is open to both our members and MAs. Our MAs then go on to facilitate amazing workshops and orientations as well as merch sales and other social events. To learn more about ASFA's MAs you can visit asfa.ca/about-the-mas, here you can get access to what MAs exist, who is currently sitting on each MA Executive team, and what opportunities or resources are currently available!





Student unions

In Quebec, student unions are recognized with similar legal standing to labour unions. As a student union, ASFA is recognized as the legal representative of all Arts and Sciences Students at Concordia University. We're a federation style union, which means we are made up of many small departmental unions based on the university programs. Like labour unions, ASFA is funded through union dues. A fee levy of \$2.40 per credit is charged to Arts and Science Students when we pay our tuition. This fee levy allows ASFA to plan social and academic events, pay Executives and staff and continue running its daily functions to advocate for student's needs.

Like labour unions, MAs have the power to call department-wide strikes in order to leverage student's collective power to influence both the government and the university.

What is a strike?

A strike is the strongest political tool that students have. Student strikes are a protest where students collectively shut down their schools by blocking access to academic activities (attending lectures, handing in assignments, etc.). The goal of a strike is to pressure the school and/or government to meet student demands.

A strike is different from a walkout because it requires a vote from students through a general assembly. This gives the student union the power to make demands and legally block classes.

What is a general assembly?

Student Associations are required to hold at least one general assembly per year, but additional GA's can be called any time, either through the associations' executive or through a petition by the members of an association. GAs are a space to hold student union executives accountable and hear about their activities, this is also an opportunity for changes to be made to the union's bylaws, and decisions regarding the unions direction for the year. Through GA's, students can advocate for change in their departments and the world at large by adopting political positions, endorsing actions and mobilizing students around a cause. Student mobilization can range from simple things like sending letters, to effective coordinated actions like strikes.

What is a general unlimited strike?

Unions can strike individually on issues related to their university or department, or work with unions in different departments and universities to call a general strike. A strike is "general" when all or most departments of a school are on strike and they're working in coordination with other schools. It becomes "unlimited" when students refuse to resume the semester until their demands are met.

What makes a general unlimited strike a threat?

A general unlimited strike is basically a high stakes game of chicken with the government in order to demand change. Students pay a lot for tuition, but governments pay more. When we threaten to fail en masse, we threaten to waste millions of government dollars, stall the education system and disrupt the flow of students into the workforce.

Brief History of Student Unions in Quebec

1946: The birth of the student movement can be traced back to the mid 1940's in France, when students began to see themselves as young intellectual workers. The National Union of French Students was created in 1946 and outlined the rights and responsibilities for students as workers, including the right to work and rest in the best of conditions and in material independence, both personal and social, guaranteed by the free exercise of union rights. These actions are also meant to communicate that as academics, students have a responsibility- to seek out, spread and defend Truth which includes sharing and advancing culture and defending liberty against oppression.

1964: French Student Unions identified students with the working class and focused on mobilizing students around concrete issues impacting broader society, including decolonization and the Cold War. In 1961, students at the University of Montreal began to organize similarly to French Student Unions and wrote their own Charter of Rights and Responsibilities. By 1964, there were many student unions across Quebec, and the General Quebec Students' Union, or UGEQ by its French acronym, was formed to represent students at the provincial level.

1968: In 1968, Quebec Students participated in their first Unlimited General Strike, inspired by global student protests against the Cold War. Students won a new public francophone university in Montreal, UQAM, along with the University of Quebec network and a new financial aid program. However, in the following years, many local student unions were disbanded. The provincial group UGEQ, whose membership was based in the student unions, also disappeared.

1974: In 1974 the Liberal government announced plans to introduce university entry tests for francophone students. Students responded by organizing a new general strike in 1975, and the creation of a new, permanent, Quebec-wide, student union, the National

Association of Quebec Students, or ANEEQ. Another strike took place in 1978 to force the Parti Quebecois to implement the progressive platform they were elected on. This strike resulted in an increase in student financial aid.

1986-2005: In 1986, the Liberal government announced they would increase tuition, resulting in a 2 week strike a few months later. The leftist student movement died out over the next few years and were replaced with anti-strike student unions, the FECQ and the FEUQ. ASSÉ emerged in the early 2000s as a new progressive student union. It focused on anti-globalization and anti-austerity. In 2005, 70,000 students went on strike against cuts to education.

2012: In 2012, students went on strike with ASSÉ again against tuition hikes. This was the longest general unlimited strike in Canadian history, lasting from February to September with 125,000 students on strike across the province. Students framed their struggle as a larger fight against austerity with the slogan, "The students are on strike, but the people are in struggle." In April, the student movement intersected with environmental Indigenous Rights movements for a massive 200,000 person strong Earth Day Rally.

2019: Before COVID, student mobilization in the province has centred on Climate Strikes. A student coalition called CEVES, established in 2019, has mobilized for two large one day strikes, one on March 15, 2019, with 150,000 students on strike and the other on September 27 with 200,888 students on strike and ½ a million marching in Montreal. CEVES is demanding a Just Transition from fossil fuels by 2030, as well as a number of social demands like restoring Indigenous Sovereignty.

*Find more information about MA mobilization, general assemblies and strikes <https://asfa.ca/mobilization-toolkit>

“THE STUDENTS ARE ON STRIKE, BUT THE PEOPLE ARE IN STRUGGLE.”

STUDENT LIFE AND COMMUNITY

Student Life Events

Through Student Life initiatives, as well as a variety of resources, ASFA provides Arts & Science students with a collaborative community. While ASFA is most well known for organizing Freshman Orientation, we also provide social opportunities and initiatives through our Standing Committees and Member Associations. If you or your MA is interested in organizing an event at Concordia, you can apply to our Special Projects Fund at asfa.ca/special-projects-funding.

For example, the Loyola Committee (which is outlined in more detail under "Standing Committees") is responsible for organizing Loyola Academic & Career Day. In 2020, Loyola Committee hosted workshops on: "Job Hunting 101," "Renting in Montreal," and "Finance Management for Students," as an accessible vehicle to important and relevant information for our Arts & Science community. Additionally, earlier this year they organized the event, "Navigating Implicit Biases at the University Level with Dr. Brian Chad Starks," in collaboration with the Concordia Student Union (CSU)

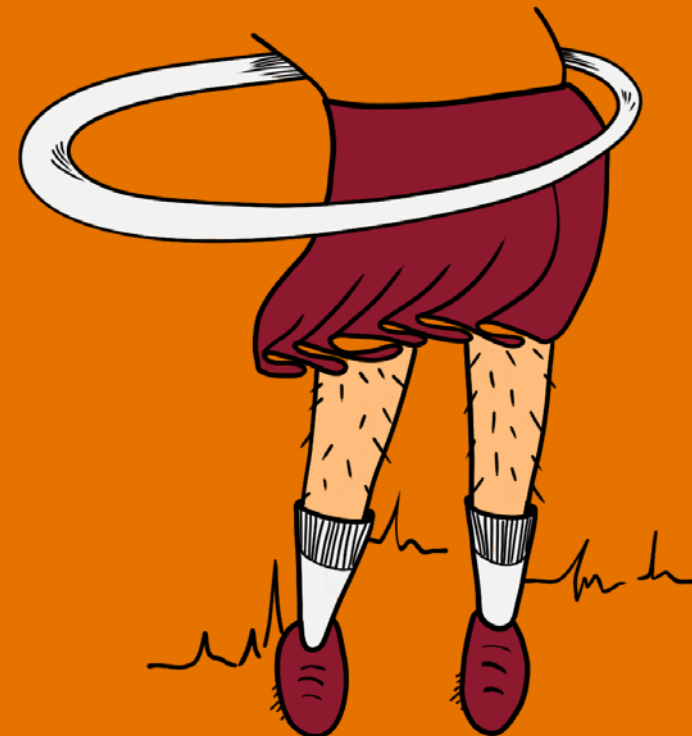


“ASFA PROVIDES ARTS & SCIENCE STUDENTS WITH A COLLABORATIVE COMMUNITY”

and the Black and Indigenous People of Colour (BIPOC) Committee. Follow @concordialoyalcommittee to stay updated on any upcoming events or opportunities!

ASFA also organizes a Halloween party, Loyola Quadfest, the MA Gala, the Academic Journal, and Academic Awards annually to help build community on both Concordia campuses. In 2020, due to health concerns, all events were restricted to online means of participation. However, our committees still conducted workshops and events like: "How Nutrition Can Improve Mental Health," "Tools to Manage Anxiety, Depression, and Isolation," and "Ghouls Night In," to help facilitate a community of support online.

As is evident, ASFA's community has to adapt and change to unforeseen circumstances. We are always looking for new and innovative ways to help connect our students (even when we can't see each other in person). To stay up-to-date on all that is happening at ASFA be sure to follow all of our - and our MAs - social media accounts. And, if you want to have a say in what events or activities ASFA organizes in the future, check out how you can run to be a part of ASFA or your Member Association and join our Student Life Committee!



Frosh F.A.Q.

WHAT IS FROSH?

Freshman Orientation - most commonly known as 'Frosh' - refers to a week-long series of events (with themes ranging from social, cultural, and academic) that are meant to welcome all incoming Arts & Science students. Frosh presents a great opportunity to make new social connections and get to know the Montreal community! During each mandate, Executives and staff spend months preparing for Frosh in order for it to be safe, fun, and inclusive. To achieve this goal, we sometimes collaborate with the Concordia Student Union, the Dean of Students Office, and our own Member Associations to ensure that Frosh is enjoyable and fulfilling for everyone involved. If you want to get involved in planning Frosh you can apply to be a member of our Student Life Committee which is outlined more broadly under "Standing Committees."

WHY SHOULD I PARTICIPATE IN FROSH?

Frosh is one of the first - and largest - opportunities to connect with others who are also new and experiencing life as Concordia students for the first time. It can also be a chance to meet and network with upperclassmen who can act as mentors and resources during and beyond Frosh. Overall, Frosh presents itself as the ideal introduction to the Concordia community at large and can help you to discover new and different extracurricular avenues of interest. Who knows, maybe you'll want to become a part of ASFA so you can be involved in planning Frosh!

HOW CAN I STAY UP TO DATE WITH ANY FROSH ACTIVITIES?

To stay in the know about upcoming orientation plans and events you should follow ASFA's newsletter and our social media accounts which you can find @asfaconcordia on Instagram, Facebook, and yes, TikTok too! Frosh takes place at the beginning of each Fall semester so keep an eye out for any updates and visit asfa.ca/frosh for more relevant information regarding how ASFA has responded to present health concerns.

WE HOPE TO SEE YOU THERE!



ADVOCACY

Coalition Building, Or How You Can Mobilize Effectively Through Collaborating With Other Student Groups

Coalitions are built to achieve things we cannot achieve on our own. In student organizing, coalitions between different MAs, campus groups or student groups from other campuses are important to achieving bold goals. The size of your coalition depends on your goals, strategy and the size of your campaign.

HOW DO I BUILD AN EFFECTIVE COALITION?

1. Brainstorm

Start by holding a coalition brainstorming meeting, where members can discuss who else on campus might be running similar campaigns or have similar goals. Ask members about the other groups they're involved in.

2. Messaging

Before reaching out to potential allies, think about what specific messaging would get them on board and think about what kind of questions they might have.

3. Plan a meeting

Next, invite potential coalition members to a meeting. It could be helpful to set up a time and place far in advance to give other groups something solid to commit to. If someone is unable to attend, let them know they're still welcome to the next meeting. Send them meeting minutes and the information to attend the next meeting.

4. Identify mutual goals

For the first meeting, lead, but don't dominate. Discuss the goals and interests of different coalition members. What changes do you want to see on campus? In Montreal? Quebec? Canada? You should come out of this meeting with a clear understanding of one another's goals and whether or not you will be able to work together moving forward. Some groups may not be as helpful as you expected and some may be more.

5. Go to bat for them

Coalitions are built on mutual support, if you expect other groups to mobilize for you, you have to be willing to mobilize for them. This is important for establishing a lasting reciprocal relationship.

Building a Member Mobilizer Committee

Once you've done the hard work of organizing internally, you'll need to start dividing work. One important committee to have off the bat is a member mobilizer committee, this group is in charge of getting more people involved in your campaign. Make sure the people chosen to run this committee are willing to put in time each week to further the campaign and organize volunteers. These people are the point of entry for new members, and should be friendly and outgoing with a strong understanding of the issue and why it's important. The member mobilizer committee will run things like labeling, canvassing, class talks and posterage. They are also responsible for training volunteers on how to do these things moving forward.

1. Internal Coordinator (1-3 people)

This person isn't "in charge", but is responsible for making sure meetings happen regularly. Their responsibilities include: calling meetings, setting the agenda, making sure people attend, keeping people in the loop on new developments.

2. Communications (1-5 people)

This person creates and posts content to promote your group and encourage new members to join. When strikes or other events are being planned, they'll make the posters and other promotion materials. This team is also responsible for writing press releases and communicating with student and traditional media.

3. Clubs / student groups liaison (1-5)

This team reaches out to student groups you think would be interested in supporting a strike or other action. They make sure these groups are in the loop on actions and plans and can share communications materials with them to get the word out.

4. Department or faculty liaison (as many as needed)

This team reaches out to student leaders in different faculties and departments to encourage mobilization in those majors. They should focus on easy-to-mobilize majors, where the subject of study aligns with the issue that you are interested in mobilizing around. This varies from school-to-school, but some examples of easy to mobilize majors include: Environmental science, geography, women studies, history, fine arts, sociology, etc.

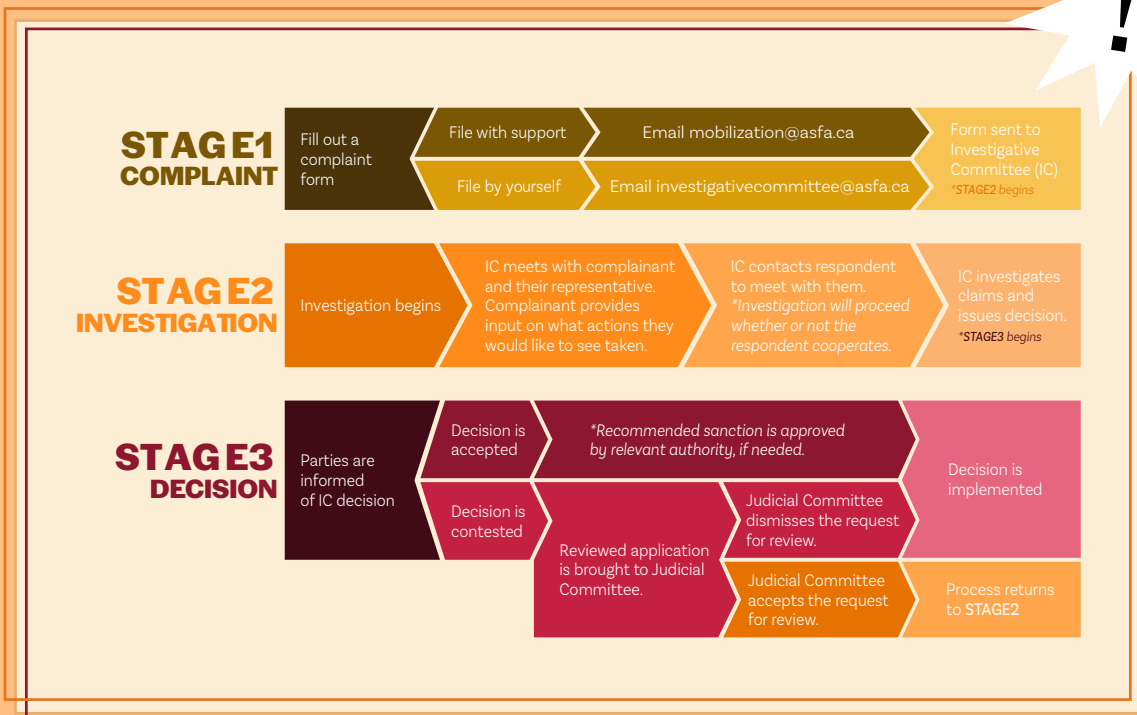
“NOW, GO FORTH AND MOBILIZE!”

How to make Investigative Committee complaints

ASFA has a responsibility to ensure a safe environment for students to participate in educational, social and political campus activities. This is outlined in our Policy on Harassment Discrimination and Violence, which was adopted in 2018 and can be found on the ASFA website under Documents. Reports of harassment, discrimination and violence by an ASFA or MA Executive, staff member or Member -At -Large are submitted to the Investigative Committee (IC), which is made up of the Chair of ASFA's Task Force on Racial and Sexual Violence, as well as a legal consultant, ASFA Councillors and ASFA Members-at-Large.

A form to submit a report can be found on the ASFA website, or you can submit a complaint by emailing investigativecommittee@asfa.ca. All complainants are entitled to an advocate from the CSU Advocacy Centre who will support them through the process. If you have any questions or need support, please email mobilization@asfa.ca.

“ASFA HAS A RESPONSIBILITY TO ENSURE A SAFE ENVIRONMENT FOR STUDENTS TO PARTICIPATE IN CAMPUS ACTIVITIES.”



Resources

Want to share some campus/Montreal resources with your students but don't know where to start? Here's a comprehensive list of resources which cover health concerns, advocacy, affordable food, as well as learning centers!



HEALTH

Health Services

<http://www.concordia.ca/students/health.html>

Counselling & Psychological Services

<http://www.concordia.ca/students/counselling.html>

The Sexual Assault Resource Centre (SARC)

<https://www.concordia.ca/conduct/sexual-assault.html>
Email: sarc@concordia.ca

Suicide

Action Montreal
1-866-277-3553

Local community services centres (CLSC)

<https://santemontreal.qc.ca/en/public>

RESOURCE CENTRES

Centre for Gender Advocacy

<https://genderadvocacy.org>
Peer Support Line: 514-848-2424, ext. 7880

Access Center for Students with Disabilities

<http://www.concordia.ca/offices/acsd.html>
Email: acsinfo@concordia.ca
1550 De Maisonneuve Blvd. W., GM 300, Montreal, QC, H3G 1N1

Aboriginal Students Resource Centre

<http://www.concordia.ca/offices/asrc.html>
1455 De Maisonneuve Blvd. W, H-440, Montreal, QC, H3G 1N1

Multi Faith and Spiritual Centre

<https://www.concordia.ca/students/spirituality.html>
2090 Rue Mackay, Montréal, Qc, QC H3G 2J1

Leadership, Initiative, Volunteer Engagement Centre (LIVE)

<http://www.concordia.ca/offices/live.html/html>

FOOD

Emergency & Affordable Food

<http://www.concordia.ca/students/parenthood/affordable-food.html>

Emergency Food Fund

<https://www.concordia.ca/students/spirituality/emergency-food-fund.html>
Email: mfsc@concordia.ca

People's Potato

<https://www.peoplespotato.com>
1455 de Maisonneuve W, Hall Building 7th Floor, Montreal, QC, H3G 1M8

Frigo Vert

PWYC (Pay-What-You-Can) Cafe on every Thursday.
1440 rue Mackay, Montreal, QC, H3G 2H7

CONCORDIA FOOD COALITION

<https://www.concordiafoodcoalition.com>

OTHER

Learning Support

<http://www.concordia.ca/students/learning-support.html>

Office of Rights and Responsibilities

<http://www.concordia.ca/students/rights.html>

Advocacy & Support Services

<http://www.concordia.ca/offices/advocacy.html/>

Legal

Information Clinic
<https://www.csu.qc.ca/services/lic/>
Email: legalclinic@csu.qc.ca

Housing and Job Resource Centre

<https://www.csu.qc.ca/services/hojo/>
<http://likehome.info>

Concordia Greenhouse

<https://www.concordiagreenhouse.com>
1455 de Maisonneuve Blvd. W., Hall Building 13th floor, Montreal, QC, H3G 1M8



Executive Roles

The Executive Body exists as the Officers of the Federation and includes the Academic, Communications, Finance, Executive, Internal, Mobilization, and Student Life Coordinators. These positions adhere to the job descriptions outlined in the ASFA By-Laws which can be found at asfa.ca/policies. The Executive are elected through the Annual General Elections or By-Elections for ASFA. Each of these positions must be filled by an elected Executive who is a Regular Member and is elected individually - though people can choose to run on the same platform together in groups known as "slates." The Executive body is also mandated to have at least one meeting per month which is chaired by the ASFA Consul - a position which is appointed by Council and is required to report the activities of the Executives and make sure that the Executive Committee is working efficiently and effectively. These positions can be held for one Academic year and individuals must run in the Annual General Election if they wish to continue in their roles.

ACADEMIC COORDINATOR

The Academic Coordinator is responsible for representing ASFA when dealing with matters relating to academics within the Arts and Science Faculty. They are thereby responsible for advocating for the interests and initiatives of the ASFA student body through their positions on various academic committees. The Academic Coordinator exercises this responsibility through hosting academic workshops, the ASFA Journal, and with Academic Awards which are available on an annual basis. They are also the Chair of the Academic Committee within ASFA.

COMMUNICATIONS COORDINATOR

The Communications Coordinator is responsible for making sure that all Arts and Science students are aware of the events, initiatives, opportunities, and current happenings taking place within the Federation. In order to accomplish this goal, the Comms Coordinator facilitates and develops the ASFA website, social media accounts, and a bi-weekly

ASFA newsletter, which is sent out to students on a regular basis. The Comms Coordinator then works with the Graphic Designer, Illustrator, and Office Clerks to delegate work that falls under the communications mandate. They are also responsible for creating and maintaining relationships with organizations within and beyond ASFA, and for maintaining internal means of communication. The Comms Coordinator is also the Chair of Communications Committee.

FINANCE COORDINATOR

The Finance Coordinator is generally responsible for all budgetary matters within ASFA and our Member Associations. They do this through preparing the budget of the Federation, ensuring that all financial matters are up-to-date, keeping all financial records in order, and reporting to council on a quarterly basis. They also exist as one of three signing officers of ASFA and as the Treasurer of the organization. In terms of Member Associations, the Finance Coordinator is responsible for ensuring that MA events and initiatives are in compliance with our policies on environmental and social sustainability, and ethical purchasing. They are also the Chair of the Finance Committee and any other committee created to address the allocation of funds.

EXECUTIVE COORDINATOR

The Executive Coordinator oversees the general workings of ASFA and is responsible for the implementation of any decisions made by Council, and the day-to-day workings of the Federation. This means that they are responsible for the employees of the Federation and exist as the official representative and spokesperson when it comes to interacting with news and media outlets. The Executive Coordinator is also mandated to be one of three signing officers of the Federation, as well as the Chief Executive Officer. They are also responsible for Chairing the Policy Committee, and possess the ability to sit on all Standing Committees as an ex-officio member.

INTERNAL COORDINATOR

The Internal Coordinator is responsible for acting as the liaison for ASFA and our Member Associations. This includes ensuring the official registration of the MAs and that all MAs receive all relevant information pertaining to their operations throughout the Academic Year. This also includes addressing any needs or issues which arise in specific Member Associations. A main job for the Internal Coordinator includes making sure that all MA By-Laws on file do not contradict ASFA's By-Laws or subsequent policies and regulations. They also exist as one of three signing officers for the Federation and as the Secretary of ASFA. The Internal Coordinator is also responsible for Chairing the Internal Affairs Committee as well as any appointments/hiring committees that may need to be created.

MOBILIZATION COORDINATOR

When it comes to the Mobilization Coordinator, they are responsible for overseeing any advocacy related affairs of the Federation in order to mobilize students around any advocacy or community campaigns which arise during the Academic Year. In addition, the Mobilization Coordinator is responsible for ensuring the organization of all trainings deriving from the Anti-Harassment, Discrimination, and Violence Policy. To do this, the Mobilization Coordinator Chairs the Mobilization Committee which meets on a monthly basis.

STUDENT LIFE COORDINATOR

The Student Life Coordinator is responsible for developing and carrying out orientation events and other activities throughout the Academic Year which cater to the needs and diversity of all Arts and Science students. They are also meant to ensure that all events taking place within ASFA adhere to the policies on environmental and social sustainability, as well as ethical purchasing. The Student Life Coordinator then Chairs the Student Life Committee which brainstorms and organizes ASFA's social events throughout each semester!

Councillor Roles

ASFA Council is the Board of Directors for the not-for-profit corporation. Council is composed of elected or appointed representatives of the student members of ASFA, and is the governing body that jointly oversees all business of the corporation. Council holds the ultimate legal responsibility for managing ASFA, its governance structure and financial plans, operations & initiatives, policies and positions, and overseeing the Executive in their performance. Council supervises senior staff, provides strategic and long-term planning vision and direction, as well as developing and implementing policies for the organization.

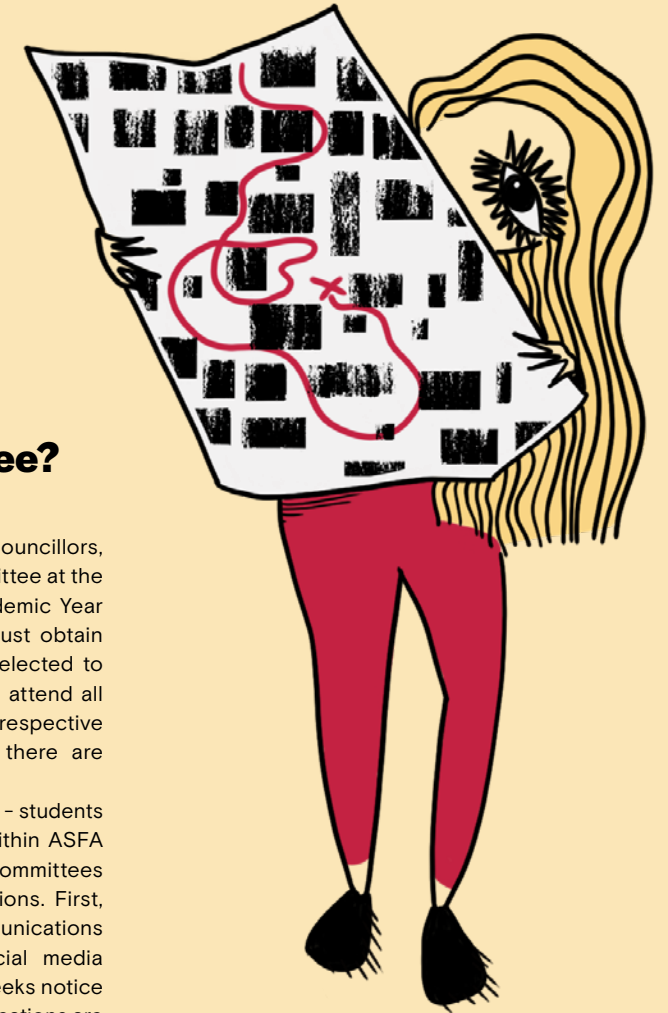
Councillors serve a dual-representative function; they represent individual constituencies of students (member associations) to the ASFA board, as well as representing ASFA and its best interests. Councillors are responsible to become aware and knowledgeable about the organization, so as to make informed decisions on its behalf. Councillors are also a communicative medium, both for voicing concerns from their constituency, and for relaying information to their students and member associations. Councillors owe a fiduciary duty of both care and loyalty to the organization as trusted directors. They must act diligently and prudently with a reasonable standard of care, as they are entrusted to make decisions on behalf of the organization in its best interests. They must protect the confidentiality of their members and individuals with whom ASFA has business, and they must act in good faith honesty, with no conflicts of interest or ulterior motives. Finally, Council holds a governance

oversight job to ensure that fair and free democratic elections and referendum occur each year, and to enable and guarantee a smooth transition of authority between mandates of the organization. Council ratifies legitimate election results, and confirms the yearly roll of member associations which make up its ranks. Council's oversight of ASFA activities and operations may also include hiring and staffing decisions, both for officers (executives), and supporting staffing.

From a functional perspective, Councillors are responsible to engage and perform council business. They are obligated to prepare for and participate in monthly meetings, as well as serve on smaller 'committees' or working groups in order to perform council business in between meetings. They have an obligation to come to council informed and prepared for the topics, and engage actively not passively in the conduct of business at meetings. They must ensure that policies or resolutions are made after full and detailed consideration. And they must voice and consider multiple perspectives and opinions, short term and long term ramifications of actions, and procedural fairness. They have a duty to ensure student/constituency voices are heard and respectfully considered. Attendance at Council is mandatory with some reasonable exceptions. They must pledge confidentiality to ASFA and protect personal/private information disclosed to them in the course of doing business. They must also adhere to disclosing and recusing from conflicts of interest, and are unable to profit or benefit from their position, while placing ASFA's interests above others.

WANT TO GET INVOLVED?

FOLLOW ASFA'S SOCIAL MEDIA ACCOUNTS TO KEEP AN EYE OUT FOR THE ELECTION NOMINATION PERIOD, AS WELL AS ANY JOB CALL OUTS FOR OPEN POSITIONS :)



How to join a committee?

Want to join a Standing Committee? For Councillors, you can volunteer to join a Standing Committee at the first Regular Council Meeting of the Academic Year in June. In order to be appointed, you must obtain a majority vote in your favour. If you are elected to join a Standing Committee, you must then attend all ASFA Council meetings as well as your respective Standing Committee meetings - unless there are extenuating circumstances.

On the other hand, Members-At-Large - students who do not possess an official position within ASFA or its MAs - are appointed to Standing Committees in accordance with our Standing Regulations. First, there is a call-out issued by the Communications Coordinator via the newsletter and social media platforms, which gives a minimum of two weeks notice before the application deadline. These applications are reviewed by the respective committees one is applying to, who can then choose to hold interviews with the candidates. The Committees are then required to present their recommendations to Council at the Regular Council Meeting following the application deadline. The appointments are confirmed by a simple majority vote at the RCM. Once approved, Members-At-Large are expected to attend all their Standing Committee meetings for that Academic Year - unless there are extenuating circumstances.

Standing Committees

Standing Committees meet on, at least a monthly basis and are where the ASFA councillors do most of their work. Based in small, position-specific working groups, which allow for the development of specialized projects and greater detail on branches ranging from Finance to Mobilization. Standing Committees are tasked with making recommendations to council through reports and motions which are brought forward for discussion and approval. A majority of the Standing Committees are composed of an executive member as Chair, 2-4 councillors, and a Member-At-Large. These council spots are elected at the first RCM of the year in June and, in case of any vacancies, are filled as needed throughout the year.

THE STANDING COMMITTEES INCLUDE:

ACADEMIC COMMITTEE

The Academic Committee includes the Academic Coordinator as the Chair; and all student representatives that sit on: Faculty Council, Faculty Council Steering Committee, Curriculum Committee, Student Request Committee, and the Honours Committee. The committee is thereby composed of eight members, including: two members of the Executive Committee (the Academic Coordinator and another Coordinator to be determined by a consensus of the Executive); four Internal Members (Councillors or Executives), however, no more than one of these members can be from the Executive team; and two Members-At-Large - one representing a program based on Loyola Campus and the other engaged in a program of study at the Sir George Williams Campus. Altogether, the purpose of the Academic Committee is to facilitate initiatives and examine relevant academic issues affecting the student body in order to advocate in the best interest of Arts and Science students. This goal is achieved through hearing reports from the Federation's representatives who sit on various academic bodies in order for student concerns to be communicated directly to the relevant administrative bodies within Concordia.

Contact: academics@asfa.ca

COMMUNICATIONS COMMITTEE

The Communications Committee is chaired by the Communications Coordinator and includes: the Street-Team Coordinator (who oversees a committee to implement ASFA's in person promotional strategies, i.e. postering and tabling); three Councillors; and one Member-At-Large. The Communications Committee is used to oversee ASFA's communications strategy, as well as all MAs, in order to promote events and opportunities available to Arts and Science students. A main goal of the Comms Committee is to examine ASFA's role in the greater Montreal and Concordia community for the best interest of our students. Some projects include the ASFA 101 Zine (meta right), rebranding the ASFA website, and drafting statements on a variety of subjects relevant to ASFA's demographic - i.e. the GNL pipeline project, the Pass/Fail option, and demanding action to address anti-Black racism on campus.

Contact: communications@asfa.ca

EXECUTIVE COMMITTEE

Composed of the seven members of the Executive team, the Executive Committee is mandated to meet at least once a month to make sure all Executives are on task and updated on each other's positions. However, the committee can meet more often depending on the needs of the Executives - pro-tip try to avoid scheduling your bi-weekly meetings on Fridays at 7:30pm in order to keep everyone's sanity in mind pls

Contact: consul@asfa.ca

FINANCE COMMITTEE

The Finance Committee is composed of the three executive signing officers of ASFA - who are tasked with monitoring ASFAs cheque requisitions; three ASFA councillors who represent various Member Associations; one of five Independent Councillors; and the Finance Coordinator as the Chair of the Committee. The main purpose of the Finance Committee is to oversee and make necessary recommendations to the ASFA Council about budgetary matters. The Committee will then exercise that responsibility through overseeing all monetary activities to do with ASFA. This includes, but is not limited to, setting and approving MA budgets and special project funding requests. The Finance Committee is required to have a minimum of two meetings per month over their mandate, not including June and May, where they are only required to host one meeting. If you are interested in ASFA's special project fund, visit asfa.ca/special-project-funding
Contact: fincom@asfa.ca



INTERNAL COMMITTEE

The Internal Affairs Committee is composed of the Internal Coordinator as the Chair; the Executive Coordinator; three Councillors; and one Member-At-Large. The purpose of the Internal Affairs Committee is to coordinate all activities to do with the Member Associations. It can also be a resource for Member Associations to review potential events to make sure they follow ASFA's financial constraints, University Policies, and Ethical Purchasing and Sustainability Policies. The Internal Affairs Committee also possesses the power to veto any action of any individual or Member Association which violates or attempts to violate the ASFA By-Laws, or regulations and policies of the Association. However, the decision to veto must be approved at Council following its enactment, if it fails to be ratified at council the veto is deemed null and void. Member Associations can also reach out to the Internal Committee for mediation purposes in the event of conflicts within their department, other MAs, or the Association as a whole. The Internal Committee is also in charge of overseeing the implementation of new Member Associations, as well as appointing Chief Electoral Officers (CEO) to all MAs for the purpose of aiding in the annual Member Association Election processes.

Contact: internal@asfa.ca

MOBILIZATION COMMITTEE

The Mobilization Committee (or Mob Comm) is composed of the Mobilization Coordinator; two councillors; and 2 Members-At-Large. The Mobilization Committee's mandate is to advocate on behalf of all Arts & Science students, particularly those from marginalized communities. They are then responsible for allocating financial and logistical resources to advocacy initiatives within the Concordia community that are deemed by the committee or by ASFA Council to be in the best interest of our students. Mobilization Committee works in tandem with the Task Force on Racial and Sexual Violence, which is responsible for facilitating consent and anti-oppression training for all ASFA and MA executives as well as planning initiatives to address topics regarding sexual violence, racism, bullying, and reviewing the Policy on Harassment, Discrimination and Violence in order to create safer spaces within Concordia for all students. They also have the power to create ad-hoc committees on particular advocacy issues - one interesting example is the Mental Health Advocacy Committee which has now been working actively for a year and may become a Standing Committee following our final Council meeting in May 2021.

Contact: mobilization@asfa.ca

LOYOLA COMMITTEE

Loyola Committee exists as a federation within a federation! Consisting of one representative from each of the 9 MAs that exist on Concordia's Loyola Campus, Loyola Committee creates a vehicle and voice to Loyola students that may not have access to the same events and opportunities that take place at the SGW campus downtown. Some of their events include: Academic Week, Froshbite, and several additional events which cater to a variety of interests including, but not limited to, advocacy initiatives, finances, academia, the job market, as well as fun interactive social events. Thank you Loyola Committee for everything you do. We love you Loyola Committee <3
Contact: loyola-committee@asfa.ca

POLICY COMMITTEE

Chaired by the Executive Coordinator, and including the Internal Coordinator; three Councillors; and one Member-At-Large; the Policy Committee reviews the By-Laws and any additional policies which govern ASFA. Through this process, the Policy Committee is able to propose changes or adjustments to the existing documentation. The Policy Committee sends all proposed changes to the ASFA council for their approval, as is outlined in ASFA's By-Laws. They, in addition, are responsible for brainstorming and maintaining any additional policies that wish to be implemented by the Association.
Contact: executivecoordinator@asfa.ca

STUDENT LIFE COMMITTEE

The Student Life Committee facilitates the organization and promotion of events within ASFA and its Member Associations. The Student Life Committee is committed to organizing and promoting a variety of events which reflect the diversity of all Arts and Science Students. Events that they host include Frosh (Freshman Orientation) which is a series of days at the beginning of the Fall and Winter semesters where a number of social events and academic workshops will be held to welcome incoming students into the ASFA community. Other events can include Halloween parties, as well as the Member Association Gala which is hosted at the end of each mandate to celebrate the achievements and efforts by ASFA's various Standing Committees and MAs.
Contact: studentlife@asfa.ca

INVESTIGATIVE COMMITTEE

The Investigative Committee is composed of the Mobilization Coordinator; two councillors (who should have knowledge about sexual and racial violence and human rights); the Chair or Co-Chairs of the ASFA Task Force; two Members-At-Large (also preferably with knowledge about sexual and racial violence and human rights) a legal consultant; and two alternate backup members. The purpose of this committee is to uphold ASFA's policy against harassment, discrimination, and violence, in order to represent the best interests of arts and science students. This process is taken to ensure fair and impartial investigations, and decisions on complaints brought forward by our members. This committee is based in the commitment to work with integrity, confidentiality, and respect for all students who raise concerns. Due to the nature of the content discussed at these meetings, members are expected to attend mandatory sensitivity training specific to anti-harassment, discrimination and violence. The committee is then required to send any decisions on cases to Council for approval.
Contact: investigativecommittee@asfa.ca

ASFA also has various communities which are temporary or only called on a case by case basis. For example, Ad-Hoc Committees exist as temporary committees formed to work on specific issues, which are then disbanded when the task is finished. Other committees which meet when needed are: the Elections Committee, Hiring Committee, Referendum Committee, Task Force to Eliminate Racial and Sexual Harassment, and Judicial Committee.

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The Arts and Science Federation of Associations is the largest faculty association, representing over 21,000 undergraduate Arts and Science students. ASFA is composed of an executive of seven members, as well as 32 member associations representing each department in the Arts and Science faculty.

2021
EDITION