CONCORDIA ASSOCIATION OF STUDENTS IN THEATRE

C.A.S.T.

SEPTEMBER 2025 - APRIL 2026

By Laws of the Concordia Association of Students in Theatre

Updated April 7th, 2025

The Executive Committee and Membership 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

    a. 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

    a. CAST endeavours to create an environment where all theatre students can share concerns, assess experiences, and ask questions. CAST provides outreach by hosting events such as cabarets, giving students the opportunity to present in-process work, providing funding for student projects, and by hosting specific workshops to prepare students for participation in the theatre community at large.

    b. CAST aims to enrich the collective Concordia Theatre community, promoting a safe, inclusive, and welcoming space for all. CAST aims to be at the forefront of the Theatre Department's ongoing EDIA efforts.

    c. CAST aims to give students a platform to be heard, by providing tools for questions, concerns, or comments to be addressed through several social media platforms and other outreach venues.

    d. In a broader scope, CAST endeavours to bring awareness to the Concordia Fine Arts Community and beyond of the work of Concordia Theatre students, enriching the whole Fine Arts community of Concordia, and promoting a starting place for potential interdisciplinary collaboration.

    e. Additionally, CAST endeavors to support any student needs and concerns with navigating the department and professional relationships with professors, including but not limited to; EDIA concern mediation, representation at department meetings, representation at Town Halls and AGMs, and open forums to speak on student experiences.

3. Definitions

    a. "Semester" shall be understood to mean a Fall or Winter semester

4. Membership

    a. Members

        i. 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;

(4) Attendance and participation at all events and workshops offered by CAST.

(5) The right to apply for grants through CAST

(6) The right to assistance in departmental mediation proceedings from CAST

ii. 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.

iii. 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:

(a) Attendance and speaking privileges at all General Meetings, Special General Meetings and Annual General Meetings of CAST.

5. Executive Committee

a. Composition and Structure

i. The Executive Committee of CAST shall be composed of four (4) to fifteen (15) elected individuals from the Membership as well as one (1) to three (3) First-Year Representatives from each Specialization within the Department to be selected by the other members of the Executive Committee.

ii. 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.

iii. Decisions of the Executive Committee shall be made by consensus.

iv. The Executive Committee shall consist of, at minimum, the following eight (8) roles:

(1) Co-Chairs/Club Representative(s)

a. Representation of the Membership at Departmental and FASA Meetings

b. Communicating at Town Halls and other Departmental presentations
c. Attendance of faculty meetings and maintaining of dialogue with the Department
d. Maintenance of the CAST office
e. Running of CAST meetings
f. Oversee CAST members and offer support as needed
g. Mediating student/faculty conflicts
h. Coordinating first year representative(s)
i. Maintenance of CAST e-mail account (writetochairs@gmail.com)

(2) Outreach Coordinator

a. Administration and moderation of CAST social media accounts
b. Coordination with the Department for the promotion of the Department's shows.
c. Distribution and installment of CAST posters
d. Organization and administration of CAST's merch and sales

(3) Events coordinator(s)

a. Creation and execution of events agenda
b. Organization of events for the Membership
c. Assisting in promotion of said events
d. Booking venues and spaces for the events
e. Collection and consideration of feedback in regards to the events
f. Administration and management of 'Volunteer Events Collective"

(4) Treasurer

a. Creation and Administration of the budget
b. Administration of the Norma Springford Special Project Bursary
c. Tracking of the cash box
d. Organization of payment to venues for events
e. Organization of receipts to be reimbursed by FASA, CAST, etc

(5) Secretary

a. Maintenance of CAST e-mail account (writetocast@gmail.com)
b. Maintenance and creation of CAST records and meeting minutes
c. Maintenance of the CAST library
d. Reports to the Fine Arts Student Alliance (FASA) as required
e. Assisting Co-Chairs in time management and organization of meetings

f. Booking space on-campus as needed

(6) EDIA Coordinators

a. Championing EDIA related issues in the department
b. Creating an accessibility document for venues and distributing appropriately when needed
c. Actively engaging with all mediation regarding EDIA conversations and concerns
d. Addressing event safety for each event when necessary
e. Providing outreach and safety coordination in regards to protests organized by FASAMOB
f. Working in collaboration with the Departmental EDIA Committee

(7) First-Year Representative

a. Liaison between CAST and first year students in the theatre department
b. Offer additional support to the executive members as needed
c. Coordination purchase and delivery of flowers for each production

(8) Chief Electoral Officer

a. Calling elections, stating deadlines of nomination, and stating when polls will open
b. Collective and tallying votes at the end of the voting period

v. Any role may be split between two or more persons. Or, an executive member may take on a full role while sharing another role with an executive member.

vii. The Chief Electoral Officer position must be held by a graduating member of CAST

viii. There must be between two (2) and three (3) EDIA Coordinators, with priority given to representing multiple marginalized groups and specializations within the department

iv. The title of Chair shall not be seen to accord any special powers to the Executive Members elected as such.

v. Executive Members shall not hold executive positions within FASA or CSU

b. Election

i. Members who wish to run for the Co-Chair position must submit their candidacy in writing to the Chief Elections Officer, who will facilitate elections as outlined in our Code of Conduct

ii. For Executive Committee positions (other than Chair) where more than one candidate is declared, and the role is not to be split between them, interviews and selection will be facilitated by the Co-Chairs for the following year.

iii. Co-Chairs will be voted in by the membership no later than thirty (30) days following the end of the Winter Semester in accordance with the CAST Code of Conduct.

c. Recall and Dismissal

i. 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.

ii. Given that CAST executives are expected to maintain a "safe, inclusive, and welcoming space for all," (see Article 2.b.) and given the role of CAST in liaising with the Equity Diversity Inclusion and Accessibility Committee, CAST is therefore responsible for promoting the mandate of the Advisory Committee. Any oppressive or discriminatory behaviour by a CAST Executive Member is contrary to these objectives and is grounds for dismissal at the discretion of the rest of the Executive Committee.

iii. An executive member of CAST may leave by announcing departure at a general meeting with over half of the executive members present. A new member may be voted in to replace departing executive member via the procedures outlined above.

6. Grants

a. CAST shall provide funding for artistic projects being under-taken by the Membership (upon request) as follows:

i. The amount of money to be provided in the form of grants each semester shall be two-hundred dollars ($200). However, if CAST did not accrue a revenue of at least two-hundred dollars ($200) in the preceding semester, the amount will instead be equal to the revenue that was accrued in the preceding semester

ii. Once per semester, Members will be invited to submit applications for funding. The Executive Committee shall have the responsibility of deciding application requirements, but applications must include, at a minimum, a budget and a description of the project.

iii. The Executive Committee shall determine which projects will be funded, and how much funding they will receive. They will do so in a transparent process and endeavor to be as free of bias as possible. If an Executive Member is involved in a project for which an application has been submitted, said member shall not take part in the decision-making process surrounding grants for that semester.

7. Budget

a. The budget shall be composed of:

i. Core activities funded by FASA's annual allocation of clubs funding, planned in accordance with the FASA clubs spending policies;

ii. 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.

b. CAST's annual budget shall be established by the Treasurer and approved by the Executive Committee within one month of receiving confirmation of funding from FASA

c. CAST's budget shall remain transparent and available for viewing at all times upon request from the membership

d. Use of CAST's cash assets shall be as follows

i. May be budgeted for CAST activities beyond the allotted FASA budget equivalent to the amount of revenue accrued by CAST during the previous semester.

ii. The Chair and Treasurer shall jointly administer the CAST bank account.

iii. The Treasurer shall administer all reimbursement of Executive Members and/or Members through FASA, the CSU and/or the CCSL.

8. Office

a. The Executive Committee shall maintain an office for the use of the Membership in a space duly assigned by the Department of Theatre.

b. The Executive Committee shall be responsible for:

i. Cleanliness and order of the office;

ii. Condition of the office furniture;

iii. Maintenance of the Library.

iv. Decoration of the office;

c. While using the office, Executive Members shall make themselves available for consultation with the Membership.

d. Purchases related to the maintenance of the office shall be duly budgeted within the supplementary portion of the CAST budget.

e.The Chair will sign out a key for the Office at the start of the Fall Semester from the Theatre, Dance and Music office manager Maud David Lerebours and will be returned in April following the end of classes.

10. Meetings

a. General Meetings

i. A regular schedule of General Meetings shall be established and duly advertised to the Membership at the beginning of each semester.

ii. General Meetings shall be held, at minimum, on a bi-weekly basis.

iii. General Meetings shall be open to all Members and Associate Members.

iv. Faculty and staff shall be permitted to attend General Meetings at the discretion of the Executive Committee.

v. The Secretary shall be responsible for recording minutes at all General Meetings.

b. Special General Meetings

i. 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. They will also be held to approve the budget.

ii. 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.

iii. Special General Meetings shall be open to all Members and Associate Members.

iv. Faculty and staff shall be permitted to attend Special General Meetings at the discretion of the Executive Committee.

v. Quorum for a Special General Meeting shall be 5% of the Membership.

vi. The Secretary shall be responsible for recording minutes at all Special General Meetings.

c. Annual General Meetings

i. The Annual General Meeting shall be held within the last thirty (30) days of the academic calendar in the winter semester.

ii. 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.

iii. The Annual General Meeting shall be open to all Members and Associate Members.

iv. Faculty and staff shall be permitted to attend the Annual General Meeting at the discretion of the Executive Committee.

v. 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.

vi. Quorum for an Annual General Meeting shall be 5% of the Membership.

vii. The Secretary shall be responsible for recording minutes at the Annual General Meeting.

viii. The Annual General Meeting may be postponed at the discretion of the Executive if unforeseen circumstances do not allow for safe meeting in person, and/or has caused great distress to the membership and thus cannot be attended.

ix. A postponed general meeting must be completed no more than 6 (six) months after the end of the previous semester.

d. Departmental Meetings

i. 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.

ii. The Executive Members present at Departmental Meetings retain the right to keep a written record of matters discussed in open session therein.

e. Executive Meetings

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

f. Individual Appointments

i. Members may contact the Executive Committee to arrange an individual appointment with an Executive Member to address issues that fall within CAST's responsibilities.

11. By-Laws

a. The By-Laws describe the agreed-upon activities and responsibilities of CAST and are effective as of the date indicated.

b. 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.

c. 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.

d. The Executive Committee shall be responsible for informing the Membership of proposed changes to the By-Laws with the notice of the meeting.

12. Liability

a. CAST and the Executive Committee are responsible for all policies identified herein.

b. CAST and the Executive Committee are not liable for any injury or accident that occurs during a CAST event unless it can be proven that CAST's actions are directly responsible for said injuries or accidents.

c. In the event of any dispute with CAST, the Executive Committee reserves the right to seek mediation by a third party.

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

CAST Code of Conduct

Version: 1.01
Date: 07/04/2025

Preamble
The purpose of this document is to outline the responsibilities and behaviour expected of all CAST members, as well as some of the procedures related to its operations.

1) Expectations
   a. All members of CAST are expected to attend weekly meetings during the school year. If a scheduling conflict arises, it is your job to report your absence to the Co-Chairs and your team (if applicable) as soon as possible.
   b. All members of CAST are expected to make reasonable contributions to its efforts within the department. This may include attending events, promoting events/happenings on social media, and making yourselves available to the student body on a daily basis.
   c. All members of CAST are expected to make a reasonable effort to fulfil the outlined requirements of their position, including meeting deadlines where applicable.
   d. CAST duties and/or conflicts should not interfere with non-CAST-related University proceedings, including classes and public performance projects.

2) Confidential Information
   a. CAST members often are privy to confidential information from both students and staff; this confidentiality must be honoured to foster trust and respect in the department.
   b. CAST members must not use confidential information for their own personal gain.
   c. CAST members may break confidentiality in the event that someone is in danger.

3) Conduct at Department Meetings on
   a. Items CAST wishes to discuss at department meetings must be decided upon in advance, and sent by the Chair(s) to the faculty.
   b. If you wish to discuss something outside the agenda, please speak to the Chair(s) directly to see if an agenda item can be added or if it will be saved for the next meeting.
   c. CAST members must remain professional in department meetings as representatives of the student body.

4) Conduct at CAST Events
   a. If you are working a CAST event, you are required to maintain a level of sobriety and general decorum that permits you to fulfil your obligations.
   b. If you are attending a CAST event, please help your peers and fellow CAST members where applicable.

4) Discreditable Conduct

a. No CAST members may act in a discriminatory manner. Bullying, abuse, and harassment will not be tolerated. Respect and collaboration are key tenets of CAST's mission statement - we are all focused on the same goals and must present a united front to the student body and the faculty.

5) Compliance with the Code of Conduct

a. Failure to comply with the terms of the Code of Conduct may result in a suspension from CAST or removal from CAST depending on the severity and circumstances of the situation, as decided by a vote by the majority.

6) Changing the Code of Conduct

a. This is a living document and may be iterated to a new version at any time by the Chair(s) of CAST in conversation with faculty and the other members of CAST.
b. If a new version is created, it must be shared with all members of CAST in a timely manner upon completion.
c. At any time, members of CAST may suggest additions or changes to the Code of Conduct. These will be reviewed for the next iteration of the code of conduct.

7) Positions and Elections

a. Co-Chairs
    i. A call-out for applicants for Co-Chair is to be put out no earlier than thirty (30) days before the end and fifteen (15) days after the end of the Winter Semester
    ii. It will be the job of the Chief Electoral Officer to call the election, state the deadline of the nomination, and state when the polls will open
    iii. A vote for Co-Chairs, facilitated as seen fit by the Executive team, is to be held no later than thirty (30) days following the end of the Winter Semester
    iv. The nomination period must be at least fourteen (14) days before the vote opens
    v. Polls will remain open for a 48-hour period electronically, and can be done from any location
    vi. It is the job of the Chief Electoral Officer to count the votes and announce the Co-Chairs following the closing of the polls
    vii. Graduating students are not to vote
b. Other Executive Members
    i. All members of CAST can decide if they would like to continue in CAST for the next year at the end of their term, or if they would like to conclude their involvement.

ii. All positions are to be advertised to the student body of the Department of Theatre, with current CAST members needing to reapply each year. Candidates will be interviewed and placed in roles by the upcoming year's Co-Chair(s) team.