**Accountability By-Laws**

**Revision History:**

**November 26th, 2014 (submitted for ratification)**

**BACKGROUND**

The Accountability bylaws outline transparency and accountability measures for Arts Undergraduate Society positions, including channels for addressing concerns with AUS Executive performance.

**ARTICLE I: DEFINITIONS**

* 1. “AUS” shall refer to the Arts Undergraduate Society of McGill University, an accredited student association representing all undergraduate students enrolled in a Bachelor of Arts or a Bachelor of Arts & Science program at McGill University.
  2. “Legislative Council” shall refer to the governing body of the AUS, as outlined in Articles 6 and 7 of the AUS Constitution.
  3. “AUS Executive” shall refer to a member of the AUS Executive Committee, as outlined in Article 11 of the AUS Constitution.
  4. “Executive schedules” shall refer to the bi-weekly calendars detailing the relevant activities of each AUS Executive.
  5. “Executive reports” shall refer to the reports submitted in writing by AUS Executives to each Legislative Council and included in the agenda.
  6. “The Speaker of Council” shall refer to the neutral, non-voting mediator of AUS Legislative Council, as outlined in Article 7.4 of the AUS Constitution.

**ARTICLE 2: AUS EXECUTIVE SCHEDULES**

* 1. Executive time schedules shall be made publicly available to AUS members on a regular basis via inclusion in Executive reports, which are to be published online.
     1. The Speaker of Council with the AUS President shall determine the deadline for the submission of Executive reports at the beginning of every annual term.
     2. Executive reports shall be publicly available on the AUS website.
     3. Executive schedules may also be included in listserv updates to the Executive members of AUS Departmental Associations.

**ARTICLE 3: FEEDBACK SURVEY**

* 1. Once per semester, an anonymous survey will be conducted among the voting members of the Legislative Council, for the purpose of gathering feedback on AUS Executive conduct, accountability and approachability.
     1. This survey will be initiated no less than three (3) weeks before the beginning of the official McGill Examination Period.
     2. The Speaker of Council shall act as an independent and impartial party to review and report on the survey results to the Executive Committee and Legislative Council.
     3. The Speaker of Council shall ensure that the anonymity of all survey respondents is maintained.
     4. AUS Executives shall address substantive feedback from the survey at the Legislative Council session following the release of results.

**ARTICLE 4: COMPLAINTS PROCESS**

* 1. In the case of substantive concerns regarding an Executive’s time schedule being fabricated or unfactual, these may be brought forward in confidentiality by a voting member of the Legislative Council through the following process:
     1. Concerns shall be submitted in writing, in either English or French, to the Speaker of Council, along with evidence of the claim.
     2. Following receipt of these concerns, the Speaker of Council shall notify the President and the implicated AUS Executive of their content within three (3) working days, while ensuring the anonymity of the source.
     3. The implicated AUS Executive shall address the concerns at the next Legislative Council session occurring at least three (3) working days following their notification.

**ARTICLE 5: COMING INTO FORCE**

* 1. These by-laws shall come into force upon ratification by AUS Legislative Council and shall supersede all previous versions of the Accountability by-laws.

**ARTICLE 6: INTERPRETATION**

* 1. These by-laws shall be interpreted in a manner consistent with the by-laws and Constitution of the AUS.

**ARTICLE 7: AMENDMENTS**

* 1. Amendments to these by-laws shall follow by-law and amendment procedures as laid out in Article 23 of the AUS Constitution.