



Consolidated By-Laws of the AUS

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Québec 

The Arts Undergraduate Society of McGill University is an accredited student association under R.S.Q. Chapter A-3.01.

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The by-laws of the Arts Undergraduate Society represent years of student-created policies that direct the goals and initiatives of the AUS. Every effort is made to ensure that our by-laws remain up to date and in line both with students' current interests and our responsibilities to all of the AUS's stakeholders. Questions about any AUS policy can be directed to the AUS President at president.aus@mail.mcgill.ca.

Electoral By-Laws

Revision History:

November 21, 2007
Fall 2012
September 4, 2013
October 2, 2013
November 2013 (via referendum)
February 12, 2014
January 14, 2015 (rewritten)
February 18, 2015
April 8, 2015

BACKGROUND

The AUS Electoral Bylaws govern AUS elections and referenda.

Article I: Definitions

- 1.1 “AUS” shall refer to the Arts Undergraduate Society of McGill University.
- 1.2 “The Society” shall refer to all members of the AUS, as defined by the Constitution.
- 1.3 “Council” shall refer to the Council of the AUS.
- 1.4 “CRO” shall refer to the Chief Returning Officer of the AUS.
- 1.5 “DRO” shall refer to the Deputy Returning Officer of the AUS.
- 1.6 “Elections AUS” shall refer to the office of the Chief Returning Officer established by Article 14 of the AUS Constitution.
- 1.7 “Working day” shall refer to any scheduled day of classes as defined by McGill University.
- 1.8 “Slate” shall refer any group of candidates who are voluntarily running in support of one another.
- 1.9 Communications shall be considered “unsolicited” if the recipient does not normally receive communications from the sender. The determination of whether communications are solicited or unsolicited shall be made using the standard of the reasonable person.
- 1.10 Elections shall be held between January 15 and April 1. If necessary, by-elections may take place between September 15 and December 1. Referenda shall be held between September 15 and December 1 or between January 15 and April 1.

Article II: Elections AUS

- 2.1 There shall be an impartial body charged by the Society with overseeing AUS elections and referenda, hereinafter referred to as “Elections AUS”.
- 2.2 Elections AUS shall administer all elections and referenda as provided for in the AUS Constitution and Bylaws, as well as any election that may be assigned to them from time to time by Council.
- 2.3 Elections AUS shall be composed of the Chief Returning Officer and Deputy Returning Officers. The President of the AUS shall be an advising member of Elections AUS.
- 2.4 The CRO shall be appointed by the executive committee and ratified by Council no later than October 1. The DRO(s) shall be appointed by the CRO and ratified by Council no later

than January 21.

- 2.5 The CRO shall be responsible for the general conduct and execution of elections and referenda and shall fulfill this duty with impartiality. The DROs shall assist the CRO to the extent designated by the CRO.
- 2.6 Should the President of the Society intend to run for election or join a campaign committee, he/she shall refrain from advising Elections AUS on matters pertaining to the election or referendum he/she is involved with.
- 2.7 Elections AUS officers may be removed from office for impropriety, violation of the AUS Constitution or Bylaws, delinquency of duties or misappropriation of funds by a three-fourth (3/4th) vote of Council.
- 2.8 No changes shall be made to the stipend of an officer of Elections AUS during their term of office. No officer of Elections AUS shall be deprived of any part of their stipend unless the officer resigns or is removed from office by Council.
- 2.9 The CRO shall submit for the approval of Council the following dates: the nomination period, the campaign period, and the polling period.
- 2.10 No officer of Elections AUS shall be a member of Council (including Speaker and Recording Secretary), candidate for an executive position, member of a candidate's campaign committee or member of a referendum committee. No officer of Elections AUS shall be on the editorial staff of any campus publication that is published more than six (6) times a year.

Article III: Nominations

- 3.1 The nomination period for AUS executive officers and Arts Representatives to the SSMU shall be a minimum of five (5) working days, closing at 5:00 PM on the last day. The nomination period for any elected position shall be extended by a minimum of two (2) days if fewer than two (2) candidates are nominated for that position.
- 3.2 The procedure for nomination shall be established by Elections AUS and shall be announced to the members of the Society through the elections listserv at least three (3) working days prior to the opening of the nomination period.
- 3.3 Where no students declare themselves as candidate for an elected position, the outgoing Council shall fill said position by appointment.
- 3.4 Candidates shall not be permitted to collect signatures before the opening of the nomination period.

- 3.5 The following number of valid Society member signatures are required for a successful nomination bid:
- i) One hundred (100) signatures for President of AUS
 - ii) Seventy-five (75) for all other executive positions
 - iii) Seventy-five (75) signatures from Society members enrolled in the Bachelor of Arts program for Arts Representative to SSMU
- 3.6 Signatures shall be valid only if accompanied by a corresponding name, student identification number, degree (B.A. or B.A. & Sc.), and program year.
- 3.7 Members of the Society may nominate more than one (1) candidate for a given position.
- 3.8 Members of the Society may present themselves as candidates for only one (1) elected AUS position at any given time.
- 3.9 Members of the Society presenting themselves as candidates for any AUS executive or representative position may not present themselves as candidates for any executive or representative position at AUS-affiliated departmental associations during the same electoral period.

Article IV: Referenda

- 4.1 Any fee imposed by a referendum shall be brought to subsequent referenda per its stipulated term limit for cyclical review.
- 4.2 Referenda may be initiated by a two-thirds (2/3) vote of Council or by a petition signed by at least one hundred and fifty (150) members of the Society and filed with Elections AUS a minimum of twenty-one (21) days prior to polling.
- 4.3 In the case of a Council-initiated question, Council must ratify the wording of the question in both official languages of the AUS a minimum of twenty-one (21) days prior to polling. Approved fee-related questions must also be forwarded to the Office of the Deputy Provost (Student Life and Learning).
- 4.4 In the case of a petition-based question, the petition must include the wording of the question in both official languages of the AUS. Signatures shall be valid only if accompanied by a corresponding name, student identification number, degree (B.A. or B.A. & Sc.), and program year.
- 4.5 Council may form a “Yes” or “No” committee in any referendum through a regular motion

of Council. A chairperson for the committee shall be appointed in the same motion.

- 4.6 Members of the Society may form a “Yes” or “No” committee provided a petition is signed by fifty (50) members of the Society. Signatures shall be valid only if accompanied by a corresponding name, student identification number, degree (B.A. or B.A. & Sc.), and program year. The petition shall be signed by the committee’s designated chairperson and submitted to Elections AUS no later than two (2) days before the beginning of the campaign period.
- 4.7 Only one (1) “Yes” committee and one (1) “No” committee for each referendum question will be allowed to exist.
- 4.8 Referendum periods shall be announced to the members of the Society through the elections listserv at least three (3) working days prior to the opening of the campaign period.

Article V: Campaigns

- 5.1 Elections AUS shall arrange an information meeting for all candidates for the executive positions, positions of Arts Representatives to the SSMU, and members of the referendum committees to be held before the beginning of the campaign period.
- 5.2 Elections AUS shall arrange a debate between candidates to be held during the campaign period.
- 5.3 The campaign period shall last no less than five (5) working days. Campaigning shall not be permitted before the opening of the campaign period.
- 5.4 No campaign material may be slanderous, libel and/or discriminatory toward a candidate or their position. No campaign material may be unequivocally degrading to any person, organization or department of the University or to any outside group.
- 5.5 No candidate shall be allowed to post more than fifteen (15) posters in any given building on any given day. Permission must be granted by the porter of each building prior to the placement of any poster. The dimensions of a poster shall not exceed 8.5 by 11 inches. A maximum of ten (10) posters of a larger size of 11 by 17 inches shall be allowed, with a limit of one (1) per building.
- 5.6 Any poster with the name or photo of one of the members of a slate shall be counted as one of the candidate's posters. Any poster with the name of a slate shall be counted as one of each candidate's posters. Slates shall not be granted additional posters

- 5.7 No candidate, member of a campaign committee, or member of a referendum committee shall have editorial, programming or reporting duties with any student-funded publication at McGill University for the duration of the campaign period, nor shall they use the means of their position in any other campus group to aid in a campaign.
- 5.8 The determination of whether an individual is a member of a candidate's campaign committee or a referendum committee shall be made using the standard of the reasonable person.
- 5.9 All campaign material shall be presented to the CRO before its distribution. The CRO shall have the right to prohibit use if the content or distribution contravenes these bylaws.
- 5.10 Candidates may not distribute food or any other gifts in kind for the purpose of campaigning.
- 5.11 No candidate, member of a campaign committee, or member of a referendum committee shall send unsolicited communications (including e-mail, direct messages, texts and letters) for the purpose of campaigning.
- 5.12 The AUS may not send out endorsements to its official listserv.
- 5.13 Each candidate for any executive position or Arts Representative to the SSMU shall be permitted to spend a maximum of seventy-five Canadian dollars (\$75) on materials pertaining directly and exclusively to the campaign. Each referendum committee shall be permitted to spend a maximum of one hundred Canadian dollars (\$100) on materials pertaining directly and exclusively to the campaign. There shall be a review of campaign spending guidelines at least every two (2) years.
- 5.14 Slates shall not be permitted to spend more than the aggregate spending limit of their individual members.
- 5.15 Candidates or referendum committees that violate the spending limits shall have their nomination disqualified by Elections AUS.
- 5.16 Candidates and referendum committees must submit a report of their expenditures within five (5) days of the conclusion of campaigning. The CRO shall review all campaign expenditures and he/she shall make a summary of said expenditures available to all candidates, members of referendum committees, and other interested parties within seven (7) days of the end of the campaign period.
- 5.17 All candidates and referendum committees shall be entitled to request a reimbursement from the AUS for the entire amount spent on campaign materials upon presentation of

receipts, except as otherwise provided in these bylaws. In order to be eligible for reimbursement, a candidate or referendum committee needs to receive five percent (5%) of the popular vote in their race.

- 5.18 All candidates and referendum committees shall be entitled to request an inquiry into the campaign expenditures of another candidate or referendum committee no later than seven (7) days after receiving the CRO's report on campaign expenditures.

Article VI: Polling

- 6.2 The quorum for AUS elections and referenda shall be eight percent (8%) of the AUS members eligible to vote.
- 6.3 The polling period shall last no less than three (3) working days and shall close when the campaign period closes.
- 6.4 The polling period and polling website shall be announced to all registered voters at appropriate times, as determined by Elections AUS.
- 6.5 Only students enrolled in a Bachelor of Arts (B.A.) degree will be allowed to vote for Arts Representative to SSMU.
- 6.6 All ballots shall be cast through an online voting system, which shall use the highest security encryption that is reasonably available to Elections AUS.
- 6.7 All users of the online voting system must provide a valid McGill email address.
- 6.8 Should the online voting system become faulty or unreliable mid-way through the polling period, Elections AUS may indicate a new, fair, method of voting, which may include holding a separate emergency polling period or extending the polling period.
- 6.9 If any problems with the online voting system are detected that may have affected the outcome of the election, Elections AUS may call for a new election as soon as logistically possible.
- 6.10 Any member of the Society with knowledge of a problem with the online voting system may file a report to Elections AUS within ten (10) working days of the conclusion of the election.
- 6.11 Should a candidate or member of a candidate's campaign committee be found to be involved in any form of tampering with the online voting system, the candidate shall immediately be disqualified and permanently barred from holding elected or appointed office in the AUS. Should a member of a referendum committee be found to be involved in

any form of tampering with the online voting system, a new polling period for the referendum shall be called, and that member shall be barred from participating in the referendum campaign.

- 6.12 Once the official results are announced by Elections AUS, neither appeals of the final tally nor any recounts may be made.
- 6.13 Elections AUS shall have the power to enforce any additional rules or regulations to run the online voting system, provided they do not contradict the AUS Constitution or these Electoral Bylaws.
- 6.14 The CRO shall announce publicly the official results of the elections and referenda within 24 hours of Elections AUS witnessing the online polling results. He/she shall submit the results in writing to the AUS President within seven (7) days and notify the President of any irregularities, ties, or appeals in the election or referendum period.
- 6.15 If two or more leading candidates have received an equal number of votes, a run-off election shall take place between the tied leading candidates no later than two (2) working days after the end of the regular polling period for that election.
 - 6.15.1 If two or more leading candidates have received an equal number of votes, they may jointly petition the CRO to waive the run-off election and hold a random sample of the vote to determine which of the tied candidates wins the election. The sampling shall take place no later than five (5) working days after the end of the regular polling period for that election, in the presence of the CRO, the tied candidates, and one (1) witness per candidate.
- 6.16 In the event of a tied vote, the CRO shall announce publicly the official results of the elections and referenda as soon as the tied vote is resolved per Article 5.15 or 5.15.1.

Article VII: Rulings

- 7.1 No changes shall be made to these Electoral Bylaws during the nomination, campaign, or polling periods.
- 7.2 Official decisions by Elections AUS shall require the support of a majority of Elections AUS officers. Should Elections AUS not be able to come to a majority decision, the tie-breaking vote shall reside with the CRO.
- 7.3 Official decisions by Elections AUS may be appealed to the Judicial Board of the Students' Society of McGill University (SSMU), as provided in the AUS Constitution, no later than five (5) working days after the election results have been announced or invalidated. The appeals

period may not be extended by the AUS Council or the Judicial Board.

- 7.4 Candidates and members of referendum committees who violate these Bylaws or the AUS Constitution shall be subject to the following penalties:
- i) Upon a first infraction, candidates and members of referendum committees shall be notified of their infraction, and shall be penalized twenty dollars (\$20.00).
 - ii) Upon a second infraction, candidates and members of referendum committees shall be notified and further warned not to violate the AUS Electoral By-laws, and shall be rendered ineligible for reimbursement. Additionally, Elections AUS may choose to publicly censure the candidate or referendum committee member.
 - iii) Upon a third infraction, candidates and members of referendum committees shall be disqualified. If disqualification is deemed too severe a penalty, Elections AUS shall issue a public censure through the AUS listserv or through a note on the ballot itself.
- 7.5 Candidates and members of referendum committees may be disqualified upon a first or second infraction should the violation be so serious as to have significantly and irreparably advantaged the candidate or referendum committee, such that a fair result at the ballot would be unattainable.
- 7.6 Elections AUS shall invalidate an election or referendum if, in its opinion, a violation of the Constitution and Bylaws has adversely affected the outcome of that election or referendum. In making this decision, Elections AUS will consider the conduct of the parties and the seriousness of the violations.
- 7.7 In the event of an invalidated election, a new election will be held with only the names of those candidates appearing on the initial ballot, excluding any disqualified candidates, for only the race(s) that were invalidated. This repeat election shall be held within ten (10) working days of the final decision of invalidation, before the end of the final examinations period.

Departmental Electoral Bylaws

Revision History:

December 3, 2008
February 13, 2013
January 14, 2015 (new by-laws)
February 18, 2015

BACKGROUND

The AUS Departmental Association Electoral Bylaws govern elections for the AUS's departmental associations.

Article I: Definitions

- 1.11 “AUS” shall refer to the Arts Undergraduate Society of McGill University.
- 1.12 “Elections AUS” shall refer to the office of the Chief Returning Officer established by Article 14 of the AUS Constitution.
- 1.13 “Working day” shall refer to any scheduled day of classes as defined by McGill University.
- 1.14 “Association” shall refer to the Departmental and Program Student Associations recognized by the AUS.
- 1.15 Elections shall be held between January 15 and April 1. If necessary, by-elections may take place between September 15 and December 1.

Article II: Scope and Exemptions

- 2.1 Elections AUS shall administer all annual departmental elections required under Article 8 Section 2 of the AUS Constitution (“Departmental Associations Electoral must hold annual elections in accordance with the AUS Departmental Association Electoral By-Laws and their Constitutions”).
- 2.2 *Elections Clause Exemption*: Departmental associations may request an exemption with cause from the provisions contained in Article 8 Section 2 of the AUS Constitution.
- 2.3 *Article Five Exemptions*: Departmental associations may request an exemption with cause from the provisions contained in Article 5 (“Polling”) of these Departmental Association Electoral Bylaws.
 - 2.3.1 Applications for the aforementioned exemptions shall include a detailed proposal for an alternative electoral process. Applications shall be submitted to Elections AUS no later than February 21 and approved or denied by the AUS Executive Committee no later than March 1.
- 2.4 *Inter-faculty departmental associations* shall be granted a de facto exemption from the provisions contained in Article 8 Section 2 of the AUS Constitution.

Article III: Nominations

- 3.10 The nomination period shall be a minimum of five (5) working days, closing at 5:00 PM on the last day. The nomination period for any elected position shall be extended by a

minimum of two (2) days if fewer than two (2) candidates are nominated for that position.

- 3.11 The procedure for nomination shall be established by each departmental association and shall be announced to its members through the association's listserv at least three (3) working days prior to the opening of the nomination period.
- 3.12 Where no students declare themselves as candidate for an elected position, the outgoing executive committee shall fill said position by appointment.
- 3.13 Candidates shall not be permitted to collect signatures before the opening of the nomination period.
- 3.14 Members of the Society may nominate more than one (1) candidate for a given position.
- 3.15 Members of the Society may present themselves as candidates for only one (1) elected position in any given Association.

Article IV: Campaigns

- 5.19 The campaign period shall last no less than five (5) working days. Campaigning shall not be permitted before the opening of the campaign period.
- 5.20 No campaign material may be slanderous, libel and/or discriminatory toward a candidate or their position. No campaign material may be unequivocally degrading to any person, organization or department of the University or to any outside group.
- 5.21 No candidate shall be allowed to post more than five (5) posters in any given building on any given day. Permission must be granted by the porter of each building prior to the placement of any poster. The dimensions of a poster shall not exceed 8.5 by 11 inches.
- 5.22 Any poster with the name or photo of one of the members of a slate (defined as a group of candidates who are voluntarily running in support of one-another) shall be counted as one of the candidate's posters. Any poster with the name of a slate shall be counted as one of each candidate's posters. Slates shall not be granted additional posters.
- 5.23 No candidate or member of a campaign committee shall have editorial, programming or reporting duties with any student-funded publication at McGill University for the duration of the campaign period, nor shall they use the means of their position in any other campus group to aid in a campaign. The AUS may not send out endorsements to its official listserv.
- 5.24 The determination of whether an individual is a member of a candidate's campaign committee shall be made using the standard of the reasonable person.

- 5.25 All campaign material shall be presented to the CRO before its distribution. The CRO shall have the right to prohibit use if the content or distribution contravenes these bylaws.
- 5.26 Candidates may not distribute food or any other gifts in kind for the purpose of campaigning.
- 5.27 No candidate or member of a campaign committee shall send unsolicited communications (including e-mail, direct messages, texts and letters) for the purpose of campaigning. Communications shall be considered unsolicited if the recipient does not normally receive communications from the sender. The determination of whether communications are solicited or unsolicited shall be made using the standard of the reasonable person.
- 5.28 Each candidate for any executive position shall be permitted to spend a maximum of twenty-five Canadian dollars (\$25) on materials pertaining directly and exclusively to the campaign. Slates shall not be permitted to spend more than the aggregate spending limit of their individual members. Candidates who violate the spending limits shall have their nomination disqualified by Elections AUS.
- 5.29 Candidates must submit a report of their expenditures to the CRO within five (5) days of the conclusion of campaigning. All candidates shall be entitled to request an inquiry into the campaign expenditures of another candidate no later than ten (10) days after the conclusion of campaigning.

Article V: Polling

- 5.1 The polling period shall last no less than three (3) working days.
- 5.2 The polling period and polling website shall be announced to all registered voters at appropriate times, as determined by Elections AUS.
- 5.3 All ballots shall be cast through an online voting system, which shall use the highest security encryption that is reasonably available to Elections AUS.
- 5.4 All users of the online voting system must provide a valid McGill email address.
- 5.5 Should the online voting system become faulty or unreliable mid-way through the polling period, Elections AUS may indicate a new, fair, method of voting, which may include holding a separate emergency polling period or extending the polling period.
- 5.6 If any problems with the online voting system are detected that may have affected the outcome of the election, Elections AUS may call for a new election as soon as logistically possible.

- 5.7 Any member of the Society with knowledge of a problem with the online voting system may file a report to Elections AUS within ten (10) working days of the conclusion of the election.
- 5.8 Should a candidate or member of a candidate's campaign committee be found to be involved in any form of tampering with the online voting system, the candidate shall immediately be disqualified and permanently barred from holding elected or appointed office in the AUS.
- 5.9 Once the official results are announced by Elections AUS, neither appeals of the final tally nor any recounts may be made.
- 5.10 Elections AUS shall have the power to enforce any additional rules or regulations to run the online voting system, provided they do not contradict the AUS Constitution or these Electoral Bylaws.
- 5.11 The CRO shall submit the results in writing to the executive committee of the concerned departmental associations within 24 hours of Elections AUS witnessing the online polling results.
- 5.12 If two or more leading candidates have received an equal number of votes, a random sample of the vote shall determine which of the tied candidates wins the election. The sampling shall take place no later than five (5) working days after the end of the regular polling period for that election, in the presence of the CRO, the tied candidates, and one (1) witness per candidate.
 - 5.12.1 If two candidates have received an equal number of votes, they may jointly petition the CRO to waive the sampling of votes and make a proposal for joint occupancy of the contested position.

Article VI: Rulings

- 7.8 No changes shall be made to these Departmental Association Electoral Bylaws during the nomination, campaign, or polling periods.
- 7.9 Official decisions by Elections AUS shall require the support of a majority of Elections AUS officers. Should Elections AUS not be able to come to a majority decision, the tie-breaking vote shall reside with the CRO.
- 7.10 Official decisions by Elections AUS may be appealed to the Judicial Board of the Students' Society of McGill University (SSMU), as provided in the AUS Constitution, no later than five (5) working days after the election results have been announced or invalidated. The appeals period may not be extended by the AUS Council or the Judicial Board.

7.11 Candidates who violate these Bylaws or the AUS Constitution shall be subject to the following penalties:

- i) Upon a first infraction, candidates shall be notified of their infraction.
- ii) Upon a second infraction, candidates shall be notified and further warned not to violate the AUS Electoral By-laws. Additionally, Elections AUS may choose to publicly censure the candidate.
- iii) Upon a third infraction, candidates shall be disqualified. If disqualification is deemed too severe a penalty, Elections AUS shall issue a public censure through the AUS listserv or through a note on the ballot itself.

7.12 Candidates may be disqualified upon a first or second infraction should the violation be so serious as to have significantly and irreparably advantaged the candidate, such that a fair result at the ballot would be unattainable.

7.13 Elections AUS shall invalidate an election if, in its opinion, a violation of the Constitution and Bylaws has adversely affected the outcome of that election. In making this decision, Elections AUS will consider the conduct of the parties and the seriousness of the violations.

The Arts Student Employment Fund By-Laws

Revision History:

March 2003
October 20, 2010
November 27, 2013
January 29, 2014

BACKGROUND

The Arts Student Employment Fund By-laws govern the distribution of the Arts Student Employment Fund. Every student registered in an Undergraduate Arts program and registered for nine (9) credits or more shall contribute six dollars and fifty cents (\$6.50) per semester to the Fund. Every student registered in an Undergraduate Arts program and registered for less than nine (9) credits shall contribute three dollars and twenty-five cents (\$3.25) to the Fund. Every student registered in a Bachelor of Arts and Science program will contribute one-half of the above amounts, depending on if they are full-time or part-time. This fee contributes to the creation of academically based employment opportunities for AUS members on campus.

Students may choose to opt out of contributing towards the Fund provided they do so through the online opt-out process at the beginning of each semester. Students who choose to opt out will be ineligible for employment opportunities funded by either the AUS Work Study Program or the Arts Faculty Employment Fund.

Fifty per cent (50%) of the student contribution is allocated to the Arts Faculty Employment Fund (AFEFF), which is a fund matched by the Dean of Arts Development Fund.

Fifty per cent (50%) of the student contribution is allocated to the AUS Work Study Program (AUS WSP) and is matched by funds from McGill University.

SECTION I: THE ARTS STUDENT EMPLOYMENT FUND

ARTICLE 1: DEFINITIONS

- 1.1. “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.
- 1.2. “Arts Student Employment Fund” is an opt-outable fee levied on members of the Arts Undergraduate Society to provide funding for the creation of career-advancing and/or academically-based employment opportunities.
- 1.3. “Arts Faculty Employment Fund” is composed of 50% of funding from the Arts Student Employment Fund and 50% of funding from the Dean of Arts Development Fund.
- 1.4. “Newly-Appointed Professors” refers to professors in their first academic appointment at McGill, within the first three years of that appointment.
- 1.5. “Undesignated Funds of the Arts Faculty Employment Fund” refers to the difference in monies between the total of the Arts Faculty Employment Fund (composed of student ASEF contribution and the Dean of Arts Development Fund) and the total amount allocated toward newly-appointed professors to hire AUS members as Casual Research Assistants.
- 1.6. “AUS Work Study Program” (AUS WSP) refers to the monies to be administered through the McGill Work Study Program of the Scholarships and Student Aid (SSAO) office.
- 1.7. “AMURE” shall refer to the Association of McGill University Research Employees.
- 1.8. “Employers” shall refer to professors, directors, and McGill administrators who are proposing employment opportunities.

ARTICLE 2: GENERAL DESCRIPTION

- 2.1 The sole and unique purpose of this initiative is to provide funding for the creation of career-advancing and/or academically-based employment opportunities for those members of the Arts Undergraduate Society who contribute to the Arts Student Employment Fund.
- 2.2 The Arts Student Employment Fund contribution is divided between two initiatives: fifty percent (50%) is allocated to the Arts Faculty Employment Fund, which is matched by the Dean of Arts Development Fund. Fifty percent (50%) is allocated to the AUS Work Study Program (AUS WSP) and is matched by McGill University.

2.3 AUS members who opt out of the ASEF during an academic semester shall be ineligible for positions funded by the ASEF that semester.

2.3.1 Summer employment funded through ASEF shall be permissible if the student has contributed to the ASEF during the Winter semester.

ARTICLE 3: THE ARTS STUDENT EMPLOYMENT FUND COMMITTEE (ASEFC)

3.1 Membership of the ASEFC shall consist of:

- 3.1.1 The Vice-President Academic of the AUS, who shall chair the ASEFC;
- 3.1.2 The Vice-President Finance of the AUS;
- 3.1.3 One (1) member of AUS Legislative Council, who may not be on the AUS Executive Committee, who must be an AUS member;
- 3.1.4 One (1) student member-at-large, who must be an AUS member;
- 3.1.5 The Dean of the Faculty of Arts, or their delegate, who is the “Fund Manager” of the Arts Faculty Employment Fund.

3.2 As chairperson, The Vice-President Academic of the AUS shall:

- 3.2.1 Set the agenda and chair meetings of the ASEFC;
- 3.2.2 Appoint all student representatives on the ASEFC, subject to the approval by a majority vote of AUS Legislative Council.

3.3 Duties and responsibilities of the student members of the ASEFC shall include:

- 3.3.1 Ensuring that the ASEF achieves its objective as outlined in Article 2 of these bylaws;
- 3.3.2 Liaising with the office of the Associate Dean (Research and Graduate Studies) of the Faculty of Arts regarding funding for Casual Research Assistants for newly-appointed professors;
- 3.3.3 Encouraging newly-appointed professors to use their funding allocation and liaising and assisting with the advertisement of available positions;
- 3.3.4 Allocating undesignated funds of the Arts Faculty Employment Fund in a manner consistent with Article 2.1 of these bylaws, as per the procedures outlined in Article 5 of these bylaws, in conjunction with the Dean of the Faculty of Arts, or their delegate;
- 3.3.5 Reporting to AUS Legislative Council at least once per semester on the activities of the ASEFC, including the total number of employment opportunities made available;
- 3.3.6 Exploring new employment opportunities for AUS members that are in accordance with the purpose of the ASEF;
- 3.3.7 Serving as an oversight body for the AUS Work Study Program.

SECTION II: ARTS FACULTY EMPLOYMENT FUND FOR NEWLY-APPOINTED PROFESSORS
ARTICLE 4: ADMINISTRATION OF THE ARTS FACULTY EMPLOYMENT FUND FOR NEWLY-APPOINTED PROFESSORS

4.1 The Office of the Associate Dean (Research and Graduate Studies) of the Faculty of Arts shall:

- 4.1.1 Contact newly-appointed professors at the beginning of the academic year to inform them of the existence of the Arts Faculty Employment Fund and the restrictions on the usages of these grants as outlined in Article 4.5 of these by-laws;
- 4.1.2 Create an annual report of all hirings made possible by the Arts Faculty Employment Fund, to be sent to the members of the ASEFC.

4.2 The Vice-President Academic of the Arts Undergraduate Society shall:

- 4.2.1 Be responsible for posting and publicizing all job opportunities with newly-appointed professors that are made possible by the Arts Faculty Employment Fund;
- 4.2.2 Liaise with newly-appointed professors to ensure that students hired have contributed to the Arts Student Employment Fund.

4.3 Newly-appointed professors shall have a period of no longer than three (3) academic years in which to use this grant. Monies unspent shall be considered “undesigned funds” of the Arts Faculty Employment Fund, eligible for allocation by the ASEFC, as per Article 5 of these bylaws.

4.4 Students hired shall be considered “Casual Research Assistants” and as such shall be covered under the AMURE collective agreement.

4.5 Newly-appointed professors are required to follow the following guidelines when formulating their employment proposals funded by the Arts Faculty Employment Fund:

- 4.5.1 Employment opportunities made available to Arts students must have as their basis an academic orientation and must be of assistance to the students in acquiring valuable career-related skills.
- 4.5.2 The work assigned to the employed student must be appropriate work for an Arts undergraduate student and the professor must be available to provide the necessary support to the employed student as they seek to fulfill their duties.
- 4.5.3 Students employed by newly appointed professors must be AUS members.

- 4.5.4 Students must have contributed to the Arts Student Employment Fund for the semester(s) during which they are employed. Should the employment take place during the summer, the student must have contributed during the preceding winter semester. This may be verified by contacting the AUS VP Academic.
- 4.5.5 Newly appointed professors must not take the financial situation of the student into account when accepting or rejecting applicants for the position.

SECTION III: UNDESIGNATED FUNDS OF THE ARTS FACULTY EMPLOYMENT FUND

ARTICLE 5: ALLOCATION OF UNDESIGNATED FUNDS OF THE ARTS FACULTY EMPLOYMENT FUND

- 5.1 The ASEFC shall be empowered to allocate undesignated funds of the Arts Faculty Employment Fund, with special attention to the goals and objectives of the ASEF and employment projects that enhance the overall wellbeing of AUS members on campus.
- 5.2 The following guidelines shall be followed for allocation of funding:
 - 5.2.1 The Faculty of Arts Finance Office shall inform members of the ASEFC of the total of the undesignated funds available for allocation.
 - 5.2.2 The student members of the ASEFC shall be responsible for advertising the existence of the undesignated funds and shall solicit funding applications.
- 5.3 Undesignated funds of the Arts Faculty Employment Fund may be used to fund employment opportunities within the Arts Undergraduate Society.
- 5.4 Quorum for the ASEFC to approve an allocation of undesignated funds shall be at least the Dean of Arts or their delegate and at least three of the four student members.
- 5.5 Approval of a funding application to the ASEFC shall require approval of the Dean of Arts or their delegate and at least two of the four student members.
- 5.6 Allocations decided by the ASEFC must be approved by a majority vote of AUS Legislative Council.

SECTION IV: THE WORK STUDY PROGRAM OF THE FACULTY OF ARTS

ARTICLE 6: ADMINISTRATION OF THE WORK STUDY PROGRAM

- 6.1 The purpose of the AUS Work Study Program is to create career-advancing and/or academically-based employment opportunities for AUS members who demonstrate

financial need in accordance with McGill Work Study eligibility criteria.

6.2 The AUS Work Study Program is designed to provide incentives to employers to propose employment opportunities that may be subsidized at twice the rate of the regular Work Study reimbursement program.

6.3 The Administrator of the Work Study Program at the McGill Scholarships and Student Aid Office (SSAO) shall be responsible for administering the AUS Work Study Program.

6.4 The Scholarships and Student Aid Office (SSAO) shall vet employment opportunities submitted by employers. Employment opportunities shall be approved if they demonstrate to the Work Study Program that they are academically-based and/or career-advancing as per the guidelines listed in Article 6.5.

6.5 The Administrator of the Work Study Program is entrusted with the responsibility for ensuring that the proposals made to the AUS Work Study Program are indeed those that are academically-based and/or career-advancing. The following guidelines shall be used to appraise employment proposals to the AUS Work Study Program:

6.5.1 Employment opportunities made available to AUS members must have as their basis an academic orientation and/or must be of assistance to the students in acquiring valuable career-related skills.

6.5.2 The work assigned to the employed student must be appropriate work for an AUS member, and the employer must be available to provide the necessary support to the employed student as they seek to fulfill their duties.

6.6 The Administrator of the Work Study Program shall submit a report every year, covering the fiscal year May 1 to April 30, to the AUS VP Academic that includes: the number of students hired through the AUS Work Study Program; the types of employment opportunities made available, including departments and duties; and a financial report.

SECTION V: THE ASEF BYLAWS

ARTICLE 7: CYCLICAL REVIEW OF THE FUND

7.1 The existence of the ASEF shall be put to referendum once every three (3) years, in accordance with the AUS Constitution.

7.2 Every third year, the VP Academic shall present a referendum question to renew the ASEF fee to AUS Legislative Council.

ARTICLE 8: TERMINATION OF THE ASEF

8.1 The ASEF shall exist in perpetuity.

8.2 If the cyclical referendum of 7.1 is defeated, or if any spontaneous general referendum to the effect of terminating the ASEF is passed, then all remaining monies shall be allocated in accordance with the Constitution and these by-laws.

8.3 In the case of a referendum being passed to reinstate the ASEF, then the ASEFC shall be reinstated as well.

ARTICLE 9: COMING INTO FORCE

9.1 These by-laws shall supersede all previous versions of the Arts Student Employment Fund by-laws.

ARTICLE 10: INTERPRETATION

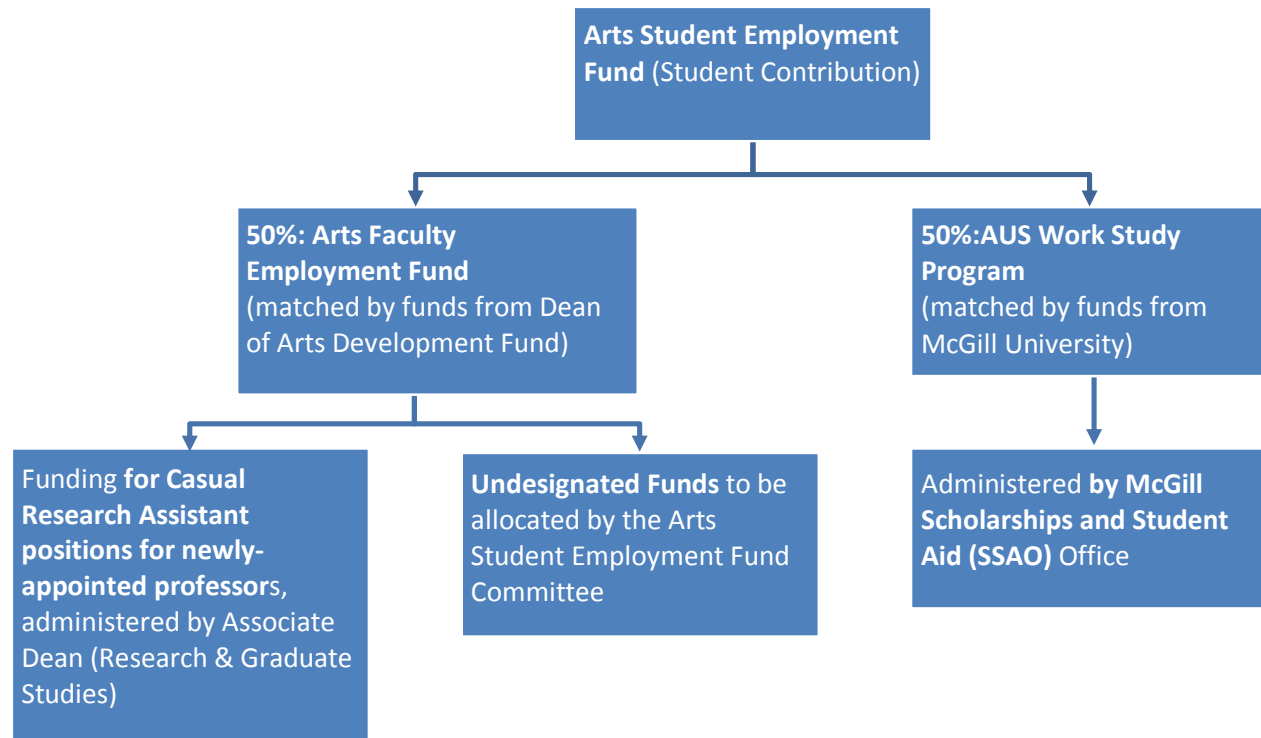
10.1 These by-laws shall be interpreted in a manner consistent with the by-laws and Constitution of the AUS.

ARTICLE 11 : AMENDMENTS

11.1 Amendments to these by-laws pertaining to the Arts Faculty Employment Fund should first be discussed with the Dean of the Faculty of Arts and/or the Associate Dean (Research and Graduate Studies) of the Faculty of Arts.

11.2 Amendments to these by-laws pertaining to the AUS Work Study Program should first be discussed with the Administrator of the Work Study Program.

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



Arts Undergraduate Improvement Fund Bylaws

Revision History:

January 2013
November 2013 (via referendum)
November 27, 2013
January 29, 2014
March 26, 2014

BACKGROUND

The Arts Undergraduate Improvement Fund Bylaws govern the distribution of the Arts Undergraduate Improvement Fund, an optout-able fee that supports capital improvements and the Fine Arts Council, the Arts Internship Office, and the McLennan Library. These By-laws also define the membership and mandate of the AUS-Library Partnership Committee (LPC).

ARTICLE 1: DEFINITIONS

1.1 The Arts Undergraduate Improvement Fund (“The Fund”) is a fund composed of fees paid by Arts Undergraduate Students and of other contributors, whose sole and unique purpose is to add value to the resources normally provided by the university and used by Arts Students.

1.2 The Fund Committee (“AUIFC”) is a committee of the Arts Undergraduate Society of McGill University (“AUS”) that normally administers the Fund.

1.3 These by-laws govern both the Arts Undergraduate Improvement Fund and the Arts Undergraduate Improvement Fund Committee.

ARTICLE 2: FUNCTION OF THE ARTS UNDERGRADUATE IMPROVEMENT FUND COMMITTEE

2.1 The AUIFC shall coordinate the expenditure of the Fund monies in such a manner that it most benefits the AUS members in their university environment.

2.2 The AUIFC shall determine a list of project expenditure proposals in the way outlined in this document and shall present that list to AUS Council for ratification.

2.3 The AUIFC shall meet no later than the first (1st) week of March

ARTICLE 3: MEMBERS OF THE COMMITTEE

3.1 The AUIFC shall be composed of twenty-two (22) members as follows:

3.1.1 The Vice-President Finance of the AUS (“VP Finance”), who shall be the chairperson of the AUIFC (“Chair”);

3.1.2 The Dean of the Faculty of Arts (“Dean”);

3.1.3 The Chairpersons of five (5) Arts departments to be selected by the Dean (“Department Chairs”);

3.1.4 The Vice-President Communications of the AUS (“VP Communications”);

3.1.5 Eleven (11) student representatives nominated by Department Student Associations recognized by the AUS, in accordance with the AUS bylaws;

3.1.6 The Humanities and Social Sciences Library (HSSL) Head Librarian and a student representative from the AUS –Library Partnership Committee (LPC).

3.2 All student representatives identified in 3.1 and its subsections shall be full-time undergraduate students.

3.3 The faculty (i.e. non-student) members may appoint another faculty member to represent them.

ARTICLE 4: DUTIES OF THE COMMITTEE'S STUDENT MEMBERS

4.1 The VP Finance shall:

4.1.1 Co-Chair the AUIFC meetings along with the AUS Speaker of Council

4.1.1.1 The AUS Speaker of Council shall be a non-voting member of the committee;

4.1.2 Set and distribute the agenda for AUIFC meetings, and inform all members as to the dates and times for these meetings at least five (5) school days in advance;

4.1.3 Coordinate all actions taken between meetings, and keep all members informed as to these actions;

4.1.4 Advise and instruct all members, to ensure that they are able to perform their duties, and enable the AUIFC to be as effective as possible;

4.1.5 Oversee the financial management of Fund accounts;

4.1.6 Verify and channel the requisitions made as a result of approved AUIFC proposals;

4.1.7 Verify that the previous year's purchases have been made;

4.1.8 Take action in the event that purchases made in previous years are not used for their intended purposes;

4.1.9 Report all AUIFC actions to the AUS Council, including budgeting, proposals, voting results, and expenditures;

4.1.10 Present to the first regular AUS Council meeting of each November a description of the previous year's expenditures in the Funds accounts and publish that description in *The McGill Tribune* and/or *The McGill Daily*.

4.1.11 Organize an Ad Hoc AUIF Steering Committee consisting of the Vice-President Finance and two (2) student members of the AUIFC to determine proposals' eligibility for

AUIF funding in advance of the AUIFC meeting in accordance with the criteria listed in Article 8 of the AUIF Bylaws.

4.2 The VP Communications shall:

4.2.1 Take or delegate to the Recording Secretary the minutes of every AUIFC meeting and make them available within one week of the second meeting to AUS members;

4.2.1.1 The Recording Secretary shall be a non-voting member of the committee

4.2.2 Assist the VP Finance in overseeing Fund accounts;

4.2.3 Prepare and distribute documents necessary for AUIFC meetings and prepare and distribute reports to the AUS Council.

4.2.4 Coordinate an opt-in campaign at the beginning of each semester that advertises the projects funded through the AUIF.

4.3 The Department Student Representatives, in collaboration with the VP Finance, shall, on the behalf of all students of the Faculty of Arts:

4.3.1 Determine what project expenditure proposals would be appropriate and needed by the Arts Undergraduate Students;

4.3.2 Write up and present to the AUIFC members the proposals for the Faculty;

4.3.3 Verify and identify the purchases made through the Fund from the previous year to ensure that:

4.3.3.1 The project expenditure proposals have been acted upon as requested;

4.3.3.2 Purchases are directly benefiting Arts Undergraduate Students;

4.3.4 If irregularities are found, promptly report them to the VP Finance, in agreement with 4.1.7 and 4.1.8.

ARTICLE 5: NOMINATION PROCEDURES

5.1 **Each** of the Department Student Associations shall submit one or more candidates to the VP Finance for committee membership consideration at least **seven (7)** days before the first AUIFC meeting.

5.2 In the case that some positions have no candidates submitted as outlined in 5.1, the VP Finance shall nominate suitable candidates;

5.3 All student representatives shall be appointed by the AUS Executive Committee from the candidates submitted in 5.1 and 5.2.

ARTICLE 6: REPLACEMENT OF MEMBERS

6.1 If a member cannot complete his or her term, he or she shall be replaced in a manner as follows:

6.1.1 The Dean and Department Chairs shall appoint replacements to represent themselves;

6.1.2 The AUS Executive Committee shall appoint a replacement for the VP Communications or the VP Finance, in accordance with AUS by-laws;

6.1.3 The VP Finance shall appoint replacements for the student representatives in consultation with the presidents of the department student association.

6.2 Appointments made under 6.1.2 and 6.1.3 must be ratified by the AUS Council.

ARTICLE 7: VOTING PROCEDURE

7.1 Each member of the AUIFC as defined in 3.1 shall have one vote on the AUIFC.

7.2 Quorum shall consist of eleven (11) members of the AUIFC, provided the Dean (or his or her representative), the VP Finance and the VP Communications are all in attendance.

7.3 A two-thirds majority is required for a project expenditure proposal to be accepted by the AUIFC, otherwise the proposal is rejected for the current year;

7.4 A Faculty-initiated proposal requires a four-fifths majority to be accepted by the AUIFC, otherwise the proposal is rejected for the current year.

7.5 Proposals rejected in 7.3 and 7.4 may be resubmitted, with or without modifications in subsequent years.

7.6 AUIFC decisions to accept or reject expenditure proposals require ratification by a simple majority of the AUS Council.

ARTICLE 8: FUND FINANCES

8.1 The Fund shall consist of an account administered by the McGill Twenty-First Century Fund. All monies and contributions collected from students and other benefactors are to be deposited in this main account and administered by the Twenty-First Century Fund in accordance with these by-laws. Expenditures shall only be approved by the AUS Council, in consultation with the AUIFC.

8.2 The collection of Fund fees shall be conducted as follows:

8.2.1 Every student registered in an Undergraduate Arts program and registered for nine (9) credits or more shall contribute sixteen dollars and seventy cents (\$16.00) per semester to the Fund.

8.2.2 Every student registered in an Undergraduate Arts program and registered for less than nine (9) credits shall contribute one-half of the amount stipulated in 8.2.1 to the Fund.

8.2.3 Every student registered in a Bachelor of Arts and Science program will contribute one-half of the amount stipulated in 8.2.1 or 8.2.2.

8.2.4 The fees outlined in 8.2.1, 8.2.2, and 8.2.3 shall be collected by McGill University as part of the normal fee payment process, and shall be deposited in the account as detailed in 8.1.

8.2.5 Students may choose to opt out of contributing towards the Funds per the policy set by the University

8.3 For a given year, the gross amount available for allocation ("gross amount") shall consist of the sum of the collected fees as outlined in 8.2.1 and 8.2.2, less the fees returned as outlined in 8.2.5, as well as the monies not spent in the previous year(s), if any.

8.4 The gross amount outlined in 8.3 shall be allotted in the following manner:

8.4.1 An appropriate amount shall be set aside for the purchase of identification plaques that shall read "*Gift of the Arts Undergraduate Society*". These plaques shall be placed in a reasonably prominent way (i.e. in clear view of the user), without causing damage.

8.4.2 A sum of five percent (5%), to be capped at \$10,000 per year, of the gross amount shall be reserved for the Fine Arts Fund to be administered by the Fine Arts Council in accordance with the AUS Fine Arts Council bylaws.

8.4.2.1 This sum shall be released to the Fine Arts Council at the end of the opt-out period.

8.4.3 A sum of ten percent (10%) of the gross amount shall be reserved for the Arts Internship Office to be administered as per the AUS Arts Internship bylaws.

8.4.3.1 This sum shall be released to the Arts Internship Office at the end of the opt-out period.

8.4.4 The net amount remaining after subtracting amounts allocated in 8.4.1, 8.4.2 and 8.4.3 from the gross amount in 8.3 ("net amount") shall be allotted in a manner that is appropriate for students in the Faculty of Arts.

8.4.4.1 As the AUIFC considers spending options for the net amount, it shall maintain a particular focus on the needs of student tools and resources in the Humanities and Social Sciences Library (HSSL).

8.4.5.2 Project expenditure proposals for the net amount remaining, as defined by 8.4.5 and 8.4.5.1 must be received by the AUIFC by the deadline established by the VP Finance.

8.5 No money shall be allotted for the support, upkeep, or business of the Fund. Expenses incurred by members of the AUIFC for the legitimate business of the Fund, such as its promotion, shall be paid for with funds from the AUIFC Operating Budget of the AUS as approved by the AUS Council, provided that these expenses have been authorized by the VP Finance.

8.6 Fund monies shall be used only to add value to the tools and resources in the Faculty of Arts and at McGill University which are used by Arts Undergraduate Students.

8.6.1 One-time installation or set up fees can be included as part of the project expenditure proposal.

8.6.2 Expenditures from the Fund shall not be used to finance deficits of any kind.

8.6.3 AUIF funds may not be used to fund renovations for or improvements to centrally-scheduled classrooms or conference rooms.

8.6.4 Proposals for the purchase of items such as books and DVDs should be referred first to the Library.

ARTICLE 9: CYCLICAL REVIEW OF THE FUND

9.1 The existence of the Fund fees shall be put to referendum every three years.

9.2 Every third year, and immediately following the presentation of the annual report outlined in 4.1.10, the VP Finance shall present a referendum motion to the AUS Council in accordance with 9.1.

ARTICLE 10: TERMINATION OF THE FUND

10.1 The Fund shall exist in perpetuity.

10.2 If the cyclical referendum of 9.1 is defeated, or if any spontaneous general referendum to the effect of terminating the Fund fees is passed, then the following shall apply:

10.2.1 The AUIFC shall be rendered obsolete and dismissed;

10.2.2 Any proposals that were proposed by the AUIFC and duly ratified by AUS Council prior to the dismissal of the Fund fees shall be honoured.

10.2.3 Any outstanding fees that were assessed prior to the dismissal of the Fund shall be deposited into the Fund account.

10.2.4 The administration of the Fund shall be transferred to the trust of the AUS Executive Committee, who may delegate this function to a Trustee Committee ("trustee").

10.2.5 The trustee shall administer the Fund in agreement with Articles 2 and 8.

10.2.6 Any actions to be taken by the trustee involving or leading to the expenditure of Fund monies shall be ratified by a two-thirds majority of the AUS Council.

10.3 A general referendum must be passed to reinstate the Fund fees in the case that the Fund fees had previously been suspended as outlined in 10.2.

10.4 In the case of a passing referendum as outlined in 10.3, then:

10.4.1 The trusteeship defined in 10.2.4 shall be rendered obsolete and terminated;

10.4.2 The AUIFC shall be reinstated;

10.4.3 Any proposals that were proposed by the trustee and duly ratified by the AUS Council prior to the reinstatement of the Fund shall be honoured.

ARTICLE 11: THE AUS-LIBRARY PARTNERSHIP COMMITTEE (LPC)

11.1 The mission of the AUS-Library Partnership Committee (LPC) shall be to:

- 11.1.1 Construct a collaborative proposal for submission to the Arts Undergraduate Improvement Fund Committee to improve the Humanities and Social Sciences Library, as per Article 8.4.4.1 of the AUIF Bylaws;
 - 11.1.2 Conduct regular consultation with students to determine possible improvements to the Library;
 - 11.1.3 Serve as a regular forum of communication between the Library and the Arts Undergraduate Society on all matters regarding the libraries;
- 11.2 The membership of the AUS-Library Partnership Committee shall consist of:
- 11.2.1 The AUS Vice-President Academic (“Chair”)
 - 11.2.2 The Head Librarian of the Humanities and Social Sciences Library (HSSL) (“Librarian”)
 - 11.2.3 Two representatives from AUS Departmental Associations
 - 11.2.4 Two student members-at-large
 - 11.2.5 Additional members as needed at the discretion of the Chair and the Librarian.

ARTICLE 12: SUPERCEDING CLAUSE

12.1 This document completely supercedes any anterior version of the Fund by-laws or the Fund Committee by-laws.

ARTICLE 13: COMING INTO FORCE

13.1 These by-laws shall come into force on February 8, 1995, except for 8.2.1 and 8.2.2 which shall come into force following the passing at the next general referendum of a question to the effect of establishing the fees as stipulated in this document.

ARTICLE 14: INTERPRETATION

14.1 These by-laws shall be interpreted in a way consistent with the by-laws and Constitutions of the AUS.

ARTICLE 15: AMENDMENTS

15.1 Amendments to these bylaws should first be discussed with members of the AUIFC, if and when possible.

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

Financial Bylaws

Revision History:

October 2011
September 18, 2013
October 2, 2013
March 26, 2014
November 26, 2014

BACKGROUND

The Financial Bylaws govern the AUS's financial practices, including funding, bank accounts, and budget requirements.

Article I: Definitions

- 1.1 “AUS” shall refer to the Arts Undergraduate Society of McGill University.
- 1.2 Both “Organization” and “Internal Entities” shall refer to all committees, publications or any group whose majority funding comes from the Arts Undergraduate Society.
 - 1.2.1 All Departmental associations as defined in the AUS Departmental Bylaws must follow these bylaws.
- 1.3 “The Society” shall refer to all members of the Arts Undergraduate Society.
- 1.4 “Council” shall refer to the Council of the Arts Undergraduate Society.
- 1.5 “FMC” shall refer to the Financial Management Committee of the Arts Undergraduate Society.
- 1.6 The “Executive Committee” shall refer to the AUS executive committee as defined in the AUS constitution.
- 1.7 The “Operating Budget” of the AUS shall refer to all revenue received from the AUS base fee (minus departmental allocations), endowment interest, SNAX profit, and any non-earmarked revenue.

Article II: Interpretation

- 2.1 These regulations govern all the financial dealings and affairs of the Society and are administered by the Vice President Finance, along with the rest of the executive committee under the supervision of Council.
- 2.2 These financial bylaws are to be used in conjunction with the Constitution and bylaws of the Arts Undergraduate Society of McGill University.
- 2.3 The finances of the Society as a whole shall be governed by Council, which will consider recommendations of the FMC and Vice President Finance.

Article III: Freedom of Information

- 3.1 Any member of the AUS may have access to any of the financial records of the AUS during normal business hours. To view the financial records of the AUS, a meeting with the Vice-

President Finance must be arranged at least 2 business days in advance. The Vice-President Finance may (at her discretion) require that the AUS member sign a confidentiality agreement.

Article IV: Accountability

4.1 The Financial Management Committee may suspend any organization's budget and/or refuse to allocate any funding due to the inappropriate nature of the allocation. At the next Council meeting, a decision to accept, or reject, FMC's decision must be made.

4.1.1 Should Council suspend an organization's budget, a simple majority vote is necessary to re-instate the budget at any time.

4.2 An Organization's President and Vice-President Finance shall be held responsible for the misuse of funds. In such cases, the FMC will make recommendations to Council for legal and/or disciplinary action.

4.3 No individual member of the Executive Committee, FMC, or member of the Society shall incur debts on behalf of the Society.

Article V: Allocation of Funds

5.1 Departmental allocations will be distributed out of the base fee collected each fall and winter semester.

5.1.1 One dollar and thirty-five cents (\$1.35) will be allocated to Departmental Associations per student registered in each of the majors, double majors, honours, and joint honours concentrations of a department or program

5.1.2 Ninety cents (\$0.90) will be allocated to Department Associations per student registered in a minor or a double minor concentration of a department or program.

5.2 Funds not claimed in a manner consistent with 5.1 by Departmental Associations twenty-eight days after allocations are received shall be returned to General Revenues.

5.2.1 Departmental Associations which may be formed after the funds are returned into general revenue may apply for supplementary departmental funding but not their student fee allocation.

5.3 All departmental associations with a minimum of five (5) arts students, must receive a minimum of 500.00 in student fees for the academic year.

- 5.4 The fee allocation to Departmental Associations shall be calculated for the entire academic year based on the enrollment numbers provided by the university in the fall.
- 5.5 To the best of their ability, the Departmental Association must provide the contact information of their Vice President Finance to the AUS as soon as possible so that allocations are delivered smoothly and efficiently.
- 5.6 Within 15 business days after the end of the add-drop period of the fall semester the Vice President Finance must inform the departmental associations of their student fee allocation.
- 5.7 No funds shall be issued to any departmental association until it has submitted the following to the Vice-President Finance and Vice-President Internal:
- i) the Constitution of the Departmental Association, if one is not already on file at the AUS office;
 - ii) the list of executive officers of the Departmental Association;
 - iii) a list of all journals published by the departmental association;
 - iv) a detailed budget proposal for the current fall and winter semesters using the form provided by the AUS Vice-President Finance .
- 5.8 No funds shall be issued to any committee, publication, or other Organization until it has submitted to the Vice President Finance a detailed budget proposal for the current academic year.
- 5.8.1 If an event is to be held before allocations are received, a detailed event budget will be considered in order to use the funds of the Departmental Associations.

Article VI: Joint Associations

- 6.1 Departmental Associations that are also considered part of another faculty society will be considered Joint Associations.
- 6.2 Joint Associations must abide by these bylaws with all of their monies, not just the AUS allocation.
- 6.3 Joint associations may have an external bank account as provided by the other faculty association so long as they comply with 11.1.1 and 11.1.2.
- 6.4 The detailed budget proposal must include all sources of revenue and expenditures.
- 6.5 A photocopy of the monthly bank statements and a list of cheques written that month must be submitted to the Vice President Finance of the AUS by the 15th of the next month.

6.6 If the AUS does not supply the majority of funding, allocation will only be given on a per capita basis with no minimum funding provided.

Article VII: Budgets

7.1 The Vice President Finance shall prepare the budget of the Society after fully anticipating the financial needs of the Society, its committees, the Executive Committee, Departmental Associations, publications, and other groups normally funded by the Society.

7.2 A specific vote requiring 2/3 majority must be taken and passed at Council if a deficit is to be incurred in any year.

7.3 Departmental Associations annual budgets are due within 21 non-business days of the Vice President Finance handing out the allocations.

7.4 A detailed annual budget must be prepared and passed by Council no later than the 25th of November. A detailed budget includes a copy of each departmental budget, executive budgets, and committee budgets.

7.5 When presenting the annual budget to Council, the Vice President Finance must submit a summary of the expenditures from the previous academic year and the Financial Statement prepared by a Chartered Accountant as specified in the MOA of the AUS.

7.5.1 When presenting the budget to council, the VP Finance and President must provide a written justification for all spending specifically for the executive. This includes, but is not limited to:

- i) Executive Clothing
- ii) Executive Retreat
- iii) Appliances for the AUS office
- iv) Tickets for AUS-Related Events

7.5.2 In addition to the annual budget, the executive summary of spending described in Article 7.5.1 shall be included on the website.

7.6 The general, annual budget of the Society, once approved by Council, shall be published no later than the 25th of November each year on the website of the AUS.

7.7 A reserve fund shall be maintained by the Society for the future financial security of the Society. The reserve fund will consist of a minimum of 5% of the AUS base fee each semester.

The reserve fund shall not be used without a specific vote of Council requiring a two-thirds majority.

- 7.8 Executive spending, minus the Vice-President Social's budget, can consist of no more than 25% of the yearly operating budget without a specific vote of Council.

Article VIII: Additional funds

- 8.1 A Special Projects fund shall receive a minimum of 5% of the Society's collected base fees. There can be no limit on who may apply for Special Projects or how much they may apply for, so long as internal entities are given priority.

8.1.2 The purpose of the Special Projects fund is for the Society to help finance events and projects that will directly benefit Arts students. The Vice President Finance, FMC or the Executive Committee, and Council shall determine the use of this fund by the second meeting of council.

- 8.2 A Journal Fund shall receive a minimum of 10% of the Society's collected base fees. The Vice President Finance, FMC, and Council shall determine the use of this fund, with internal entities to be given priority.

- 8.3 A Supplementary Departmental Fund shall receive a minimum of 10% of the Society's collected base fees. The Vice President Finance, FMC, and Council shall determine the use and size of this fund.

8.3.1 The Supplementary Departmental fund shall be reserved solely for Departmental Associations who require additional funding in order to run an event. Preference should be given to smaller Departmental Associations and multiple departments that run events together.

- 8.4 The Vice President Finance may choose to cap the amount a Departmental Association may request from the Supplementary Departmental fund.
- 8.5 The Fine Arts Fund will be taken out of the Arts Undergraduate Improvement Fund in a manner consistent with the AUIF bylaws and it will be distributed by the Fine Arts Council in a manner consistent with the Fine Arts bylaws.

Article IX: Paid Employees of the Society

- 9.1 No member of the Executive Committee may be paid for their work during the summer, fall, and winter semesters. The only exception to this rule shall be for members of the AUS Executive Committee who are eligible for the McGill Work Study program as per the criteria

set up by the office of Scholarships and Student Aid. Only administrators from the Scholarships and Student Aid office shall be qualified to determine whether an AUS Executive is eligible for Work Study.

9.1.1 AUS Executives who are Work Study eligible shall be paid at minimum wage for a maximum number of hours per week as determined by Work Study each year.

9.1.2 AUS Executives who are Work Study eligible shall be responsible for tracking their working hours and submitting payroll documents to the AUS VP Finance each week.

9.1.2.1 If the AUS VP Finance is Work Study Eligible, the AUS President must co-sign the VP Finance's payroll documents.

9.1.3 Work for which AUS Executives receive payment must take place in Montréal.

9.1.4 The AUS VP Finance shall be responsible for processing the payroll of AUS Executives who are in financial need. Payment for AUS Executives shall be made at first from the AUS operating budget. The AUS will be reimbursed up to ten dollars (\$10) per hour from funds from the AUS Work Study Program (AUS WSP) of the Arts Student Employment Fund (ASEF).

9.1.5 The AUS VP Finance shall be responsible for liaising with the McGill Work Study Program to ensure the appropriate reimbursement.

9.2 The use of a stipend for non-executive committee members shall be limited and used only when it is absolutely necessary to the completion of the task. All stipend positions must be advertised for in prominent locations and permission must be received from the executive committee, before a stipend is considered.

9.3 Stipends may be offered for positions that are vital to the operation of the AUS, require special expertise, for positions where there is a heavy work burden, or for positions which no volunteers may be found.

9.4 Council must ratify the appointment of any person to a stipended position.

Article X: Financial Management Committee

10.1 There shall be a Financial Management Committee made up of 4 members of Council or departmental VP Finances, 4 members-at-large and the President of the AUS.

10.1.1 The Committee shall be chaired by the Vice President Finance.

- 10.1.2 Quorum for the FMC shall consist of the VPF or President, as well as half of the FMC members.
- 10.1.3 In the absence of the Vice President Finance, the President shall chair the FMC.
- 10.1.4 The Vice-President Finance may appoint members to the FMC beyond the required eight members, and may delegate extra authority to one or more of these members, subject to the approval of AUS Council.
- 10.2 The Vice-President will advertise for members-at-large at the beginning of the year. The executive committee will review the applications and the members-at-large will be ratified by the second council meeting of the year.
- 10.3 The council members should be chosen through nomination and ratified by the second council meeting of the year.
- 10.4 Each member of the FMC will receive one vote, excluding the chair. Decisions will be made with a simple majority. Any member who is from a department that is applying for funding cannot vote on that specific issue, though he/she may sit in on the discussion regarding funding. Any other conflict of interest must be declared before voting.
 - 10.4.1 Any tied vote will be broken by the chair of the FMC.
- 10.5 The FMC shall be responsible for allocating all funding requests specified in article 8 of these bylaws.
- 10.6 The FMC shall also approve the annual budget of the Society as well as review all departmental association budgets.
- 10.7 All decisions made by the FMC must be ratified by Council.
- 10.8 The Vice President Finance will be responsible, along with the rest of the Executive Committee, for insuring that these financial regulations are followed and held consistent with the Society's Constitution. In such cases where the Constitution or the bylaws are not being followed, it is FMC's responsibility to investigate and report to Council on the issue.

Article XI: Internal Account

- 11.1 Each AUS departmental association, committee, and publication shall maintain an internal bank account with the AUS. No organization may have an external bank account unless

authorized to do so by the Vice President Finance. As of the ratification of this amendment, no organization may open an external bank account.

- 11.1.1 Any organization that has an external bank account must submit a copy of their monthly bank statements, along with a detailed ledger, to the Vice-President Finance.
- 11.1.2 Any Departmental Association that is a joint association between AUS and another undergraduate society may have an external bank account with a minimum of two signing officers. These associations must still comply with 11.1.1.
- 11.1.3 External bank accounts shall have the AUS Vice President Finance as a signing officer.
- 11.1.4 Departmental associations with external bank accounts shall provide their online banking information to the Vice President Finance.
- 11.2 All financial transactions by an organization are subject to approval of the Vice President Finance and Council.
- 11.3 All revenue received (cash and cheque) must be turned over to the Vice President Finance immediately, and all deposits must be accompanied with a detailed record of the source of the funds and any particular information relevant to record keeping.
 - 11.3.1 No internal entity may keep cash on hand for more than 2 business days.
- 11.4 All revenues must be adopted into the current account and no expense may be paid out of any revenues collected.
- 11.5 All organizations must submit a budget. Expenditures will only be allowed if they follow the course laid out in the budget. All budgets are subject to approval of the FMC and Council.
- 11.6 An organizations may only alter its budget with the approval of the Vice President Finance and FMC.
- 11.7 Any organization, other than departmental associations, will receive their funding at the discretion of the FMC and Council. To be eligible for funding, all organizations must comply with the Constitution, bylaws, and policies of the AUS Council. No funds will be issued to any group that has not made an application for funds by the last FMC meeting of the year.

- 11.7.1 Internal entities that fall under the Fine Arts Council must submit their budgets to the Fine Arts Council to be reviewed.
- 11.8 All funds must be claimed by March 31st.
- 11.9 No funds for organizations can be distributed after these dates without prior approval of the Vice President Finance.
- 11.10 The total expenditures of any organization may not exceed its total revenue.
- 11.11 Expenditures for alcohol may not exceed 50% of the budget of any Departmental Association with an annual budget of more than \$500.00.
- 11.12 All receipts, cheques, and ledgers will be maintained by the Vice President Finance only.

Article XII: Revenue

- 12.1 All revenue received by the Society must be deposited in total to the current account and no expense may be paid out of any revenue collected.

Article XIII: Expenditures

- 13.1 No expenditure, except departmental expenditures, may be made unless it has been included into the Society's budget without authorization from Council.
- 13.2 During the summer months, the Executive and specifically the Vice President Finance are responsible for drafting a summer budget and approving spending. In September, Council must be informed of all summer spending.
- 13.3 Each expenditure of more than \$50.00 must be made by writing a cheque from the Society's bank account.
 - 13.3.1 No expenditure of any amount may be made unless proper receipts have been secured and kept on file.
 - 13.3.2 Only with the specific approval of Council (or the Executive in the summer months) can money be paid out in cash of more than \$50.00. Proper receipts must still be kept on file.
- 13.5 The Society is not permitted to have a credit card or make purchases through the Society's debit card.

13.5.1 Exceptional use of the debit card will be permitted for large purchases; these purchases must be approved by both the President, as well as the Vice-President Finance.

13.6 For amounts under \$50.00, payment may be made through the use of a petty cash fund. This fund shall never have more than \$500.00 at any one time and all transactions must be recorded and kept on file.

Article XIV: Bank Account

14.1 There shall exist one main account for the Society at a chartered financial institution approved by Council, along with one internal McGill Account. The signing officers of the account shall be the Vice President Finance and the President, as well as any additional members of the Executive Committee that the Executive Committee deems appropriate.

14.1.1 The AUS may have investments or savings accounts that bear interest.

14.2 All financial transactions of the Society must be made through the current account.

14.2.1 The use of online registration and payment services are permitted.

14.2.2 Only the Vice President Finance and the President shall have access to the online registration and payments.

14.3 A copy of each month's bank statement(s) must be submitted to the FMC for review within fourteen days of receiving the statements.

14.3.1 If the FMC deems it necessary, the Vice President Finance must present the bank statement(s) to Council at the next possible meeting.

Article XV: Financial Statements and Records

15.1 The previous year's financial statements shall be kept neatly in the AUS office and all such documents shall be made available to any member of the Society.

15.2 The Vice President Finance will maintain accurate and up-to-date ledgers of all expenditures and revenues, and present reports to the FMC and Council in September, January and the last council meeting of the academic year.

15.3 The Vice President Finance will ensure that there are detailed financial records completed for the year in which he/she served, up to and including May 1st. The incoming Vice President Finance shall ensure that the financial records are stored in a coherent and suitable manner.

15.4 The Executive Committee shall appoint a bookkeeper who will be responsible for maintaining the books, and in conjunction with the Vice President Finance, and shall ensure the finances of the Society are guarded.

15.4.1 Council shall ratify the appointment of the bookkeeper by the second council meeting.

15.5 The Executive Committee shall appoint a certified public accountant to review the finances of the Society and ensure that taxes are filed properly.

Article XVI: AUS Snax

16.1 The outgoing Executive Committee shall appoint a manager(s) of the AUS Snax for the next academic semester by April 15th.

16.2 The manager(s) of AUS Snax shall be responsible for hiring all student employees, tracking and ordering inventory, and completing the financial documentation for the AUS Snax.

16.3 The Vice President Finance shall assist the AUS Snax manager(s) in preparing all financial documents and making all financial decisions regarding AUS Snax.

16.4 The AUS Snax may have its own bank account with a Snax Manager, the Vice President Finance and President as signing officers.

16.5 Any misappropriations of funds shall be brought to the FMC for them to recommend legal action to Council. Final decisions regarding legal action shall reside with the Council.

Fine Arts Council By-Laws

Revision History:

April 1, 2009
Fall 2012
Winter 2013
October 16, 2013
March 26, 2014
October 15, 2014

BACKGROUND

These bylaws serve as the terms of reference for the Fine Arts Council and govern the distribution of the Fine Arts fund.

Article 1 – Establishment

- 1.1 The Fine Arts Council, hereinafter the FAC, is an internal entity of the AUS and shall be governed by these bylaws.

Article 2 – Mission

- 2.1 The mission of the FAC is to create a community of Fine Arts at McGill where none existed before.
- 2.2 It shall work to harness the collective energies of Fine Arts programs at McGill to share resources and support.
- 2.3 It shall work to create more opportunities for McGill students to express themselves through the Fine Arts.
- 2.4 It shall support new endeavours and help to expand existing ones.

Article 3 – Finances

- 3.1 The annual funding allocated to the FAC is determined in the AUIF bylaws as a percentage of the AUIF.
- 3.2 Additional funding can be sought out from external sources or from the AUS.
- 3.3 Affiliates must submit their budgets to the FAC once per semester for approval, no later than November 10 for the Fall Semester and no later than February 15 for the Winter Semester.
- 3.4 The FAC will submit their total projected budget to the AUS by the end of the first semester.
- 3.5 The finances shall be maintained as consistent with other internal entities of the AUS.
- 3.6 At least 10% of the FAC's budget shall be reserved for funding new or one-time Fine Arts projects.

Article 4 – Powers and Duties of the FAC

- 4.1 The FAC shall recognize the supremacy of the AUS Constitution and be bound by it.

- 4.2 The FAC shall work to realize their mission as stated in these bylaws
- 4.3 The FAC may review applications for funding projects that are aligned with the FAC's mission.
- 4.4 The FAC may direct their own events or projects to fulfill their mission if it deem necessary either by itself or by striking ad hoc committee.
- 4.5 The FAC shall promote its Fine Arts funding opportunities.
- 4.6 The FAC shall work to support its affiliate(s) as defined in article 5 and project(s) that it funds.
- 4.7 All decisions of the FAC must be ratified by AUS Council.

Article 5 – Membership

- 5.1 The Committee shall consist of ten (10) members:
 - 5.1.1 The two (2) Fine Arts commissioners
 - 5.1.2 The Vice-President Finance of the AUS;
 - 5.1.3 The Vice-President Communications of the AUS;
 - 5.1.4 A representative of each of the FAC affiliates
 - 5.1.4.1 STEPS Magazine
 - 5.1.4.2 Arts Undergraduate Theatre Society (AUTS)
 - 5.1.4.3 Fridge Door Gallery
 - 5.1.4.4 The VEG
 - 5.1.4.5 Leacock's
 - 5.1.5 The remaining members, referred to as Independent Members, shall be from the McGill Fine Arts community.
 - 5.1.5.1 These members will be by application and approved by the other members of the Committee

5.1.5.2 These members will undertake the responsibilities of sponsorship, advertising, organizing any FAC events and acting as an informational resource.

5.1.5.3 These seats may be forfeited if new affiliates are granted seats.

5.1.5.4 The Independent Member(s) may be chosen during the application and interview process for the two (2) Fine Arts Commissioners.

5.2 The Fine Arts Commissioners shall together chair the meetings of the FAC and their responsibilities will be divided into Internal and External Commissioners.

5.3 The Internal Fine Arts Commissioner shall:

5.3.1 Organize and facilitate meetings;

5.3.2 Be responsible for the agenda before each meeting;

5.3.3 Liaise with applicants for funding.

5.4 The External Fine Arts Commissioner shall:

5.4.1 Liaise with McGill and other AUS entities;

5.4.2 Prepare regular reports for ratification for AUS Council;

5.4.3 Liaise with Fine Arts Groups;

5.4.4 Update FAC every week on general progress;

5.4.5 Be responsible for the public image of the FAC.

Article 6 – Meetings of FAC

6.1 Quorum shall be six of ten members of the FAC.

6.2 Meetings shall be chaired by the FAC.

6.3 Meetings shall be held at the discretion of the FAC.

6.4 The FAC may invite applicants to prepare a presentation for the FAC.

Article 7 – Applicants for Funding and affiliate budgets

7.1 Applications for funding and affiliate budgets must be passed by a majority vote of Committee.

7.1.1 Members who are involved in the project or budget must declare conflict of interest and refrain from voting.

7.2 To be considered, an applicant must fill out the application for funding in full.

7.3 The FAC may award funding in full, in part or deny funding entirely.

7.4 The FAC is encouraged to give feedback and support on applications.

7.5 The FAC shall allocate funding to the projects it deems worthy in considering the reach of project, qualification of applicant, viability of project, and any other criteria the FAC deems relevant.

7.6 The affiliates' allocations shall be as follows:

7.6.1 STEPS will be funded \$550 per issue for 2 magazines of the FAC's budget each year.

7.6.2 AUTS will receive \$500 of the FAC's budget each year.

7.6.3 The Fridge Door Gallery will receive \$750 of the FAC's budget each year.

7.6.4. The VEG will receive \$550 per issue for 2 magazines of the FAC's budget each year.

7.6.5 Leacock's will receive \$750 of the FAC's budget each year.

7.10 This funding will be guaranteed provided that it does not create a surplus in the Affiliate Member's budget.

Article 8 – Selection of Commissioners

8.1 The Fine Arts Commissioners for the following year shall be selected by the incoming and outgoing VP Communications and any current Fine Arts Commissioners who are not applying for the position.

8.2 Any member of the AUS is eligible to apply.

8.3 The appointments shall be ratified by AUS Council.

Article 9 – Affiliates of the FAC

9.1 The FAC shall officially recognize and finance these Fine Arts endeavours as official FAC affiliates:

- 9.1.1 Steps Magazine
- 9.1.2 Arts Undergraduate Theatre Society (AUTS)
- 9.1.3 Fridge Door Gallery
- 9.1.4 The VEG
- 9.1.5 Leacock's

9.2 The FAC shall adopt the budgets of the affiliates on a per-semester basis and amend them if they deem necessary.

9.3 Any affiliate will receive funding at the discretion of the FAC. Affiliates are required to send (1) consistent representative to each meeting. Should the affiliate send a different member, they must notify the commissioners at least 24 hours in advance and prepare their surrogate member accordingly for the meeting. Should an affiliate fail to send a consistent representative to more than (1) meeting per semester without a valid reason, to be determined by the committee at large, they forfeit their affiliate status pending readmission at the discretion of the FAC.

9.4 Groups will be invited to become affiliate members of the Committee based on, but not limited to, the following criteria:

- Involvement in the arts community outside of the group's interests
- Acting as an informational resource for others
- Distinct contribution to the Fine Arts Committee
- Cooperation and involvement with FAC
- Demonstration of fiscal responsibility
- Beneficial to McGill students at large
- Showing interest in maintaining long-term viability

FEARC By-Laws

Revision History:

October 2012 (Ratification)
September 23rd, 2015 (Revised)

BACKGROUND

These bylaws serve as the terms of reference for FEARC, the AUS's First-Year Events, Academic, and Representative Council.

Article 1: Establishment

- 1.1 The First-Year Events, Academic, and Representative Council, hereinafter referred to as the “FEARC”, is an entity of the Arts Undergraduate Society (AUS) and shall be governed by these by-laws, as well as the Constitution and by-laws of the Arts Undergraduate Society.
- 1.2 The pronunciation of FEARC shall be the same as that of the English word “fierce” IPA: [feers].

Article 2: Mission

- 2.1 The mission of the FEARC shall be:
 - a) To represent all undergraduate students enrolled in the Faculty of Arts in their first academic year at McGill University and to promote their welfare and interests, and
 - b) To provide activities and services to enhance the educational, cultural, environmental, and social aspects of the lives of its members.
 - c) To provide special attention to how the Arts Undergraduate Society can better address the needs of former CEGEP students and international students.
- 2.2 The FEARC shall be recognized by its members, the Arts Undergraduate Society, and the Faculty of Arts as representative of all undergraduate students in their first academic year within the Faculty of Arts.

Article 3: Constituency

- 3.1 The constituents of the FEARC shall include all undergraduate students currently registered at McGill University in their first academic year (U0 students completing the Freshman Program and U1 students who are new admits) as a part-time or full-time student in the Faculty of Arts.
- 3.2 Constituency in the FEARC confers the right to participate in all activities organized by the FEARC as well as the right to attend general meetings of FEARC and FEARC Executive Committee meetings as gallery members.

Article 4: The FEARC Executive Committee

- 4.1 The FEARC Executive Committee shall be a non-hierarchical body, with all members of the Executive co-equal to each other.
- 4.2 The Executive shall be composed of the:
 - a) President
 - b) Vice-President Academic
 - c) Vice-President Communications
 - d) Vice-President Social
 - e) Vice-President External
 - f) Vice-President Finance
- 4.3 The term of office for all FEARC Executive Committee members will begin following the appointment process as described in Article 8 and will end on April 30th of the following year.
 - a) A FEARC Executive Committee member must remain a constituent of the FEARC for the duration of their term of office.

Article 5: Powers and Duties of the Executive**5.1 The President shall:**

- a) Liaise with the AUS President
- b) Co-ordinate and supervise the affairs of the FEARC.
- c) Ensure that FEARC members are well served by the FEARC.
- d) Call and preside over meetings of the FEARC Executive.
- e) Call and preside over general meetings of FEARC constituents.
- f) Be responsible for spearheading the organization of social and academic events for the members of FEARC in conjunction with the FEARC Vice-President Events.
- g) Be the official spokespersons for the FEARC in a manner consistent with the opinions of its members and executive.
- h) Oversee the production of an exit report to assist future Executive Committees of FEARC.
- i) Ensure that each member of the executive works to meet the unique needs of CEGEP and International students

5.2 The Vice-President Academic shall:

- a) Liaise with the AUS VP Academic
- b) Be an advocate for the academic affairs of first-year arts students
- c) Actively seek feedback regarding curricula and professors of courses within the Faculty of Arts from members of FEARC,
- d) Work with the Vice-President Academic of the AUS to address any academic concerns voiced by constituents of FEARC,
- e) Sit on the Academic Affairs Committee

5.3 The Vice-President Communications shall:

- a) Liaise with the AUS VP Communications
- b) Be responsible for communicating to constituents of the FEARC the activities and goals of the FEARC Executive Committee,
- c) Set up and maintain a FEARC listserv system,
- d) Maintain all social media networks that represent FEARC,
- e) Search out new opportunities and methods of increasing the FEARC's visibility,
- f) Work with the FEARC Vice-President Events to encourage participation of the FEARC membership in FEARC activities.
- g) Oversee the preparation of minutes of the meetings of the FEARC Executive Committee and general meetings of the FEARC.

5.4 The Vice-President Social shall:

- a) Liaise with the AUS VP Social
- b) Be responsible for the organization of social and cultural activities for members of FEARC,
- c) Work with the FEARC Vice-President Communications to actively seek input on the programming interests of the members of FEARC,
- d) Work with the FEARC Vice-President External to seek potential expansion or improvement of programming by way of partnerships with other groups.

5.5 The Vice-President External shall:

- a) Liaise with the AUS VP External
- b) Be the representative of the FEARC at the Arts Undergraduate Society's Legislative Council meetings, as prescribed in the AUS Constitution,
- c) Coordinate with other departmental-, faculty-, or university-level student societies to lobby for changes that advance the interest of FEARC members and to organize events of common interest,
- d) Work with the FEARC Vice-President CEGEP Representative to establish and maintain relations with members of FEARC not living in McGill residences.

5.6 The Vice-President Finance shall:

- a) Liaise with the AUS VP Finance
- b) Prepare and maintain the budget of the FEARC,
- c) Keep proper records of the FEARC's financial dealings,
- d) Ensure that all events and projects of the FEARC are financially viable.
- e) Be a member of the AUS Financial Management Committee

Article 6: Meetings of the Executive Committee

6.1 Quorum for a meeting of the Executive Committee shall be at least four members of the FEARC Executive Committee.

6.2 The Vice-President Internal of the AUS will be present at meetings of the FEARC Executive Committee to act as:

- a) A liaison between the AUS and the FEARC.
- b) Support and guidance for the Council.

6.3 All meetings of the FEARC Executive Committee shall be open to all FEARC members, with the exception stated in Article 6.4.

6.4 The FEARC Executive Committee may, when deemed necessary, conduct closed meetings, with a vote of two-thirds of present members of the Executive Committee in favor of such a vote.

Article 7: Appointments

7.1 All members of the FEARC Executive Committee shall be appointed by the FEARC Appointment Committee,

7.2 All members of FEARC are eligible for appointment to the FEARC Executive Committee and FEARC Sub-Committees,

7.3 The FEARC Appointment Committee shall consist of:

- a) Vice-President, Internal of the AUS,
- b) A minimum of one other member of the Executive Member of the AUS,
- c) A minimum of one former member of the FEARC Executive Committee from the previous academic year.
 - i. Should a former member of the FEARC Executive Committee not be available for interviews, a third Executive Member of the AUS may sit on the FEARC

Appointment Committee.

- 7.4 The Appointment process shall be initiated by the Vice-President Internal of the AUS.
- 7.5 The Vice-President Internal of the AUS shall:
- a) Prepare and distribute the FEARC Application Form.
 - b) Advertise the FEARC application and appointment process and clearly state the respective deadlines.
 - i. The deadline for acceptance of FEARC applications must be in the month of September
 - c) Come to an agreement of the composition of the new FEARC Executive Committee within a week of the deadline for FEARC applications.

Article 8: Removal from Office

- 8.2 Any member of the FEARC Executive Committee may be dismissed from their functions for impropriety, violation of this Constitution and its by-laws, delinquency of duties, or misappropriation of funds,
- 8.3 A motion to remove a member of the FEARC Executive Committee must be presented in writing to the Vice-President Internal of the AUS and the President of the AUS and signed by at least three members of the executive.
- 8.4 Quorum to pass a motion for the removal of a member of the FEARC Executive Committee must be two-thirds of the executive,
- 8.5 Passage of a motion for the removal of an executive shall require a two-thirds majority vote of present FEARC Executive Committee members.

Article 9: Succession and Replacement

- 9.1 Should the office of an Executive Committee position become vacant due to resignation, removal, a replacement shall be nominated by a member of the executive and ratified by a two-thirds majority of AUS Council
- 9.1.1. The nominee must be eligible for the vacant position as prescribed by Article 8.2.
- 9.2 No member of the FEARC may concurrently hold two Executive positions.

Article 10: Coming into Force

- 10.1.1 These by-laws shall come into force upon ratification by the Legislative Council and supersede all previous versions of the FEARC By-Laws

Article 11: Interpretation

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

Article 12: Amendments

- 12.1 All amendments to these by-laws shall follow by-law amendment procedures as laid out in Article 23 of the AUS Constitution.

Article 13: Review

- 13.1 These by-laws shall be read by all members of the FEARC Executive Committee before the first Executive Committee meeting of every school year.

AUS Environmental Council (AUSec) By-Laws

Revision History:

November 2012

April 2013

April 8, 2015

BACKGROUND

These bylaws serve as the terms of reference for the AUS Environmental Council.

Article I – Establishment

- 1.1 The Council shall be named the Arts Undergraduate Society Environment Council, hereinafter the AUSEC

Article II – Membership

- 2.1 The Environment Council shall consist of the following three commissioners, hereafter “AUSEC Commissioners”:
- 2.1.1 Sustainability Commissioner
 - 2.1.2 Internal Commissioner
 - 2.1.3 External Commissioner
- 2.2 The AUSEC Commissioners may issue callouts for additional members-at-large to assist them in fulfilling their mandates.

Article III – Mandate

- 3.1 The AUS Environment Council exists to:
- 3.1.1 Incorporate the principles of sustainability- ecological integrity, economic prosperity and social equity- into all endeavors of the Arts Undergraduate Society.
 - 3.1.2 Collaborate with AUS executives, council members, departmental associations and committees to ensure that all AUS endeavors are planned and executed in a manner that is environmentally, economically and socially sustainable.
 - 3.1.3 Raise awareness of sustainability among members of the AUS.

Article IV – Powers and Duties of the AUSEC Commissioners

- 4.1.1 The Sustainability Commissioner shall:
- 4.1.1.1 Coordinate and research initiatives to improve the sustainability of AUS events, services, and operations, including but not limited to Frosh.
 - 4.1.1.2 Facilitate, in concert with the other AUSEC Commissioners, awareness campaigns to assist AUS members with sustainable living and reducing individual impact.
- 4.1.2 The Internal Commissioner shall:
- 4.1.2.1 Serve as a resource person for and liaise with internal groups of the AUS, including but not limited to departmental associations, committees, publications, and affiliates of the Fine Arts Council, in planning sustainable events and initiatives;
 - 4.1.2.2 Sit on AUS Legislative Council as a voting member, with a mandate to vote on resolutions based on their degree of environmental, economical, and social sustainability.
 - 4.1.2.3 Work to amend the AUS Bylaws and Constitution during the 2013-2014 year such that the Internal Commissioner position becomes elected by all AUS members.

4.1.3 The External Commissioner shall:

- 4.1.3.1 Represent AUSEC and act as the liaison to external environmental groups both on- and off-campus;
- 4.1.3.2 Communicate to the AUSEC any external issues that may affect the council, its members, or projects;
- 4.1.3.3 Act to ensure that no AUSEC projects or initiatives overlap with the endeavors of other groups.
- 4.1.3.4 Be responsible for updating social media content such as (but not limited to) the AUSeC Facebook page.

Article V – Meetings of Council

5.1 AUSEC meetings will be at a minimum biweekly and must be attended by all AUSEC Commissioners.

5.2 If an executive member misses two meetings per semester without a valid reason, they will be up for review.

Article VI – Succession and Replacement

6.1 The successors to the AUSEC Commissioners for the following academic year shall be selected by the presiding Commissioners who are not re-applying and the AUS VP Internal for the current and following academic year.

6.2 In the event of a vacancy in the position of any of the AUSEC Commissioners, the remaining AUSEC Commissioners and the AUS VP Internal shall conduct an application and interview process for the vacant position.

Article VII – Amendments

7.1 Amendments may be proposed piecemeal by individual members of the AUSEC.

7.2 All amendments must be approved by AUS Legislative Council as per the Constitution of the AUS.

Equity Policy By-Laws

Revision History:

March 20, 2013 (Ratification)
October 16, 2013
February 12, 2014
March 26, 2014
October 29, 2014
March 11, 2015
(Referendum)

BACKGROUND

These bylaws serve as the terms of reference for the AUS's Equity Committee and provide a framework for handling equity complaints.

AUS Equity Policy Bylaws

For the Background to the Policy, please see Appendix A.

For the definitions used in developing the Policy, please see Appendix B.

For a flowchart of Complaint, Mediation, and Investigation procedures, please see Appendix C.

Article 1: Policy Statement

- 1.1 The AUS has a responsibility as representative service provider to undergraduate students enrolled in the Faculty of Arts, a diverse membership, to conduct itself by the highest standards of respect, fairness, integrity, safety, and equitable treatment for all persons.
- 1.2 Respect requires full consideration of human beings and upholding a high commitment to human dignity. By adopting this policy, the AUS strives to create a community that exceeds social standards of equitable treatment, creating a safer space for all of our members where collegial debate and marginalized ideas and voices can flourish within a respectful atmosphere.
- 1.3 To support this responsibility as well as the AUS's commitment to representation and services, the AUS will promote a functionally anti-oppressive environment. We acknowledge that a functionally anti-oppressive environment is achieved through:
 - 1.3.1 Recognition that systematic processes and cultural biases disadvantage certain groups of people;
 - 1.3.2 Proactive steps to challenge and acknowledge the current and historical processes and biases that affect the safety and wellbeing of these disadvantaged groups;
 - 1.3.3 Acknowledgment that certain groups of socially privileged people knowingly or unconsciously benefit from this process and do not have the same experience of disrespect and exclusion as those in disadvantaged groups;
 - 1.3.4 Proactive steps to challenge the actions, attitudes, and assumptions that result from social privilege.
- 1.4 The AUS understands that historically and culturally disadvantaged groups and persons are subject to systematic marginalization and oppression, based on ascribed or asserted characteristics related to personal aspects including, but not limited to, gender identity, age, race, ethnic or national origin, religion, sexuality, sexual orientation, mental and/or physical abilities, language, size, or social class.
- 1.5 The AUS condemns harassment or discrimination of disadvantaged groups on the basis of, but not limited to, gender identity, age, race, ethnic or national origin, religion, sexuality, sexual orientation, mental and/or physical abilities, language, size, or social class. The AUS regards harassment or discrimination on the basis of these considerations as serious offences that undermine its constitutional commitment to respect. Condemnation of harassment or discrimination does not prevent any program or activity whose purpose is to improve the conditions of a specific disadvantaged individual or group.

Article 2: Scope

2.1 This Policy shall apply to:

- 2.1.1 Members of the Executive Committee, elected representatives, stipended and salaried staff members, departmental associations, and internal groups of the Arts Undergraduate Society of McGill University.
 - 2.1.1.1 Internal groups of the AUS include AUS publications, AUS committees, affiliates of the Fine Arts Council, and groups affiliated with the AUS's departmental associations.
- 2.1.2 All activities and events hosted, funded, and promoted by the Society and AUS-affiliated departmental associations and internal groups.
 - 2.1.2.1 The AUS shall ensure that all endeavours of external groups that receive AUS funding are in accordance with the AUS Equity Policy.
- 2.1.3 Written or graphic material, which is published, distributed, endorsed or funded by the Arts Undergraduate Society, an AUS departmental association, or an AUS-affiliated internal group.
- 2.1.4 Activities, events, and promotions held in the spaces that the AUS manages, including but not limited to, Arts Lounge (Leacock B-12); AUS SNAX; and the AUS tables in the Leacock Lobby.

2.2 Neither this Policy in general, nor its definitions in particular, are to be applied in such a way as to detract from the right of members to engage in open discussion of potentially controversial matters. No individual student or student group should have the effect of limiting dialogue on legitimate topics provided that such discussion is conducted in a respectful, non-coercive, collegial manner that conforms to the Policy on discrimination and harassment set out in Section 1 of this Policy.

2.3 If the Equity Complaint involves physical or sexual assault, both of which are criminal offences, or if the subject matter of an Equity Complaint involves persons or bodies outside the jurisdiction of the AUS, including, but not limited to, McGill Administrative units, faculty members, courses offered by the University, libraries, the Students' Society of McGill University (SSMU), and Student Services, this Policy and the procedures therein are not the appropriate venue for resolution. For issues of harassment and discrimination, the Claimant may also be referred to the Quebec Human Rights Commission. The Equity Commissioners may serve as a resource in referring the Claimant to the appropriate channels.

Article 3: Mandate and Composition of the AUS Equity Committee

3.1 This policy shall establish an AUS Equity Committee, which shall be a Standing Committee of AUS Council, as per Article 10.3 of the AUS Constitution.

3.2 The membership of the AUS Equity Committee shall consist of the following individuals:

- 3.2.1 Two (2) Equity Commissioners
 - 3.2.1.1 The Equity Commissioners shall be chosen through an application and interview process conducted in the Winter semester. The interviewing committee shall consist of the outgoing AUS President and the Equity Commissioners from the previous year.

- 3.2.2 A minimum of two (2) Members-at-large
 - 3.2.2.1 The Members-at-large shall be chosen through an application and interview process conducted at the beginning of the Fall semester. The interviewing committee shall consist of the Equity Commissioners.
 - 3.2.2.2 The number of members-at-large shall be determined at the discretion of the interviewing committee, as defined in Article 3.2.3.1.
 - 3.2.2.3 A minimum of two (2) Members-at-large shall serve as Equity Committee Members.
- 3.2.3 The AUS President
 - 3.2.3.1 The AUS President shall oversee the operation and functions of AUS Equity Committee.
 - 3.2.3.2 The AUS President shall not serve as an Equity Committee Member.
- 3.3 AUS Council must approve all Equity Committee Members by a majority vote.
- 3.4 The Mandate of the AUS Equity Committee shall be:
 - 3.4.1 To foster a culture of equity within the Arts Undergraduate Society.
 - 3.4.2 To serve as the mediating body for all Equity Complaints that fall under the Scope as outlined in Section 2 of these bylaws.
 - 3.4.3 To promote engagement with the principles associated with equity among AUS members.
 - 3.4.4 To promote safer spaces within all components that fall under the Scope as outlined in Section 2 of these bylaws.
 - 3.4.4.1 This shall include, but not be limited to:
 - 3.4.4.1.1 Equity Committee attending AUS-affiliated events, including student orientation activities, at the discretion of the Equity Committee at no expense to the Equity Committee.
 - 3.4.4.1.1.1 In the event of one or more Equity Committee Members is attending an AUS- affiliated event in their capacity as Equity Committee Member, a report shall be prepared and presented to Council during Equity Committee reports within the month.
 - 3.4.4.1.2 Liaising with the Vice-President Social in the hiring process of one student coordinator for orientation activities for the purposes of ensuring adherence to the Equity Policy during said activities.
 - 3.4.5 To host social and educational events centered around the principles of equity.
 - 3.4.6 To serve as a resource for internal groups and individual members of the Arts Undergraduate Society on how they can promote the principles of equity within their associations and activities.
 - 3.4.7 To give equity training to the AUS executives before the end of September, with training and timing up to the discretion of the AUS Equity Committee.

Article 4: Accountability

4.1 All elected executives, hired staff, and the members of the Equity Committee (as defined in Article 3 of these bylaws) are accountable for upholding this Policy. According to Article 6.1(b) of the AUS Constitution, AUS Legislative Council is "...empowered to make all decisions and take action on behalf of the AUS in accordance with and subject to the constraints imposed by the General Assembly," and thus is accountable for all aspects of the organization. To this end, AUS Council's direction, policies, vision and planning must adhere to and integrate the principles of equity as outlined in Section 1 of this Policy. The Council is responsible for ensuring that all AUS Executives and Standing Committees integrate, demonstrate, and communicate this commitment in their annual work plans.

4.1.1 In order to ensure accountability, AUS executives must be trained by the Equity Commissioners before the end of September.

Article 5: Handling Equity Complaints Submissions

5.1 All Complaints shall be submitted in writing, in either English or in French, to an Equity Commissioner, as defined in Article 3.2 of this Policy, or in the case that the Complaint is against an Equity Commissioner, to the Speaker of AUS Council.

5.2 The following guidelines shall be followed concerning the handling of Equity Complaints:

5.2.1 The Equity Commissioners must outline in writing to the Claimant the options they have to seek to resolution to the incident.

5.2.2 The Equity Commissioners must outline in writing to all implicated parties the Scope and the limits of the Policy.

5.2.3 Any individual who does not wish to participate in the resolution process is not obligated to. However, this does not prevent the ratification of recommended remedies by Council that could affect such an individual, such as dismissal from a position within the AUS.

5.2.4 Complaints must be filed within the same academic year in which the incident occurs, with one exception noted in 5.2.4.1.

5.2.4.1 "Should the incident occur during the Summer semester, the Complaint must be filed by the end of the Fall semester within the same year at the latest."

5.2.4.2 While Claimants must follow the time procedures stipulated in 5.2.4, they shall have the right to cite evidence that occurred outside of this timeframe.

5.2.5 Throughout this process, the Claimant and the Respondent have the right to be accompanied at any and all times by a support person, who may take notes and give advice to the party they are supporting. Any interviewing or questioning may also be temporarily stopped to allow a support person and their party to discuss an issue or question privately. The support person may not be a supervisor of either the Claimant or the Respondent.

5.2.6 Regardless of any prior or ongoing measures the Claimant takes to resolve the

conflict outside of the framework outlined in Article 5, all Claimants shall have the right to seek Mediation or an Investigation in concert with the Equity Commissioners.

5.2.6.1 The informal resolution process shall be Mediation (Article 6).

5.2.6.2 The formal resolution process shall be an Investigation (Article 7).

Article 6: Informal Resolution of Concerns and/or Complaints: Mediation

6.1 If an Equity Commissioner or a qualified person from outside the organization (subject to the approval of the Equity Commissioners) agrees to act as a mediator, that person will begin to help the parties settle the Complaint within 10 working days of the Complaint's submission and complete the Mediation within 20 working days, unless an extension is needed. The mediator should not be involved in investigating the Complaint, and should not be asked to represent AUS at any stage of any proceedings related to the Complaint.

The Mediation

will take place in a private space.

6.2 Either party has the right to refuse Mediation, without reprisal.

6.3 If either implicated party feels as though the informal resolution process has not produced a resolution, then a formal Investigation shall be initiated.

Article 7: Formal Resolution Process: Investigation

7.1 The Claimant shall make a written record of the incident, including dates, times, locations and a detailed account of the incident. The Claimant will forward the written record of the incident as follows:

7.1.1 To the Equity Commissioners, unless it is a Complaint against one or more of the Equity

Commissioners, the Executive, or a Council Member.

7.1.1.1 For such a Complaint, the Equity Commissioner shall begin an Investigation and respond to the Complaint within 10 working days and complete the process within 20 working days, unless an extension is needed.

7.1.2 To the Speaker of AUS Council, if it is a Complaint against one or more of the Equity Commissioners, the Executive, or a Council Member.

7.1.2.1 For such a Complaint, the Speaker of AUS Council will forward the written record of the incident to the Equity Commissioners who are not implicated in the Complaint.

7.1.2.2 The Equity Commissioners who are not implicated in the Complaint shall begin an Investigation and respond to the Complaint within 10 working days and complete the process within 20 working days, unless an extension is needed.

7.2 The Respondent will be made aware of the allegations made against them and has the right to respond to the Complaint in writing to the Equity Commissioners.

7.3 The Equity Commissioners will investigate the Complaint thoroughly. They will interview the Claimant, the Respondent, and any witnesses who agree to participate in the Investigation.

7.3.1 A detailed record shall be kept of interview minutes and sent to both the interview subject and the investigators for confirmation of accuracy.

7.3.2 Once an Investigation begins, all parties will be informed that they must not speak with anyone, even those also involved in the incident addressed in the

Complaint. To preserve the integrity of the Investigation process, everyone involved is required to cooperate with the Investigation and maintain the confidential nature of the Complaint.

7.3.3 All parties involved in the Investigation process must sign a confidentiality agreement.

7.4 Before a final report is given, the Equity Commissioners will give copies of a draft report to the Claimant and Respondent, so they can comment on the accuracy and completeness of the facts. The draft report shall not be shared with anyone other than the support persons, if any are involved. Within a week of completing the Investigation, the Equity Commissioners will submit the final report to the AUS VP President for addition to the Equity Log. The Claimant and Respondent will also be provided with a copy of the final report.

7.5 Should an Equity Policy violation be found, depending on the nature and severity of the incident(s), the remedies for Policy violation may include, but are not limited to:

7.5.1 letter(s) of apology;

7.5.2 suspension or dismissal of the Respondent from their position within the AUS and its affiliated internal groups;

7.5.3 suspension of financial support by the AUS for internal groups that violate this Policy.

7.6 AUS Council will be provided with a summary of every substantiated Complaint after the Equity Commissioners make a recommendation. AUS Council will decide what action to take in light of recommendations of the investigating Equity Commissioners.

7.6.1 Recommendations for resolution made by the Equity Commissioners shall be considered binding unless two-thirds of AUS Council vote against them.

7.6.2 If the recommendations of the Equity Commissioners are overturned by AUS Council, AUS Council must provide a detailed explanation of their decision.

7.7 Within 10 working days of delivery of the report, the Claimant and the Respondent will be informed in writing of any decision taken.

Article 8: Appeals Process

8.1 Based on Article 18.4 of the AUS Constitution, if either the Claimant or Respondent believes that a procedural error occurred during the Investigation, they have the right to appeal to the Judicial Board of the Students' Society of McGill University.

Article 9: Unsubstantiated Complaints, Bad Faith, and Retaliation

9.1 If the Equity Commissioners deem that there is not enough evidence to support an allegation of the incident(s), they cannot recommend any remedies.

9.2 In the event that the Complaint was made in bad faith, that is, made deliberately and filed maliciously knowing it had absolutely no basis, the Claimant will be subject to the same possible remedies as outlined in Article 7.5. The person unjustly accused of an Equity Policy violation will be given the benefit of any necessary remedies, including but not limited to a public statement from the Equity Commissioners, should the unjustly accused individual desire such a remedy.

9.3 Anyone who retaliates in any way against a person who has been involved in an Equity Complaint will be subject to the same possible remedies outlined in Article 7.5 at the discretion of the Ombudsperson of the AUS.

Article 10: Confidentiality

- 10.1 Confidentiality must be respected at all times during the resolutions processes, either Mediation or Investigation. Trust in confidentiality also encourages individuals to come forward with their Complaint. However, those implicated in a Complaint have the right to be given enough information so that they are able to respond and defend their interests.
- 10.2 Confidentiality is different from anonymity. An individual Claimant who seeks informal or formal resolution must be prepared to be identified to the Respondent.
- 10.3 Everyone involved in a Complaint will be asked to sign a confidentiality agreement that outlines their responsibility to ensure confidentiality in all their verbal, written and taped communication, formal and informal, to respect the right to fair process for the Claimant and Respondent.
- 10.4 Any electronic documents shared between the Equity Commissioners, Claimant and Respondent will be password-protected.
- 10.5 Personal information connected to a Complaint will only be shared in connection with those responsible for administering this Policy, investigating and processing the Complaint, determining appropriate remedies or sanctions, or for a consistent and related purpose.
- 10.6 When the resolution is discussed in AUS Council, as per Article 7.7, a confidential session will be declared, and all names and identifying features of the Claimant and Respondent will be removed from the report.

Article 11: Conflicts of Interest

- 11.1 Upon receiving an Equity Complaint, Equity Commissioners must declare a conflict of interest should there be one.
- 11.2 Any Equity Commissioner who declares a conflict of interest regarding an Equity Complaint must abstain from all stages of conflict resolution, including formal and informal resolution.
- 11.3 Failure of an Equity Commissioner to declare a conflict of interest regarding an Equity Complaint will result in review or suspension from the Equity Committee, at the discretion of the other members of the Equity Committee based on the seriousness of the violation.

Article 12: Documentation – Equity Log

- 12.1 Any formal or informal recommendation and/or action shall be documented in writing and provided to the Claimant and to the Respondent.
- 12.2 The Equity Log will be a Confidential Document that is password-protected on the AUS computer system, to be maintained by the AUS VP President.
- 12.3 The VP President and the Equity Committee shall be the only individuals who may access the Equity Log.

Article 13: Limitations

- 13.1 Nothing in this Policy precludes either party from exercising any recourse available external of the AUS.

APPENDIX A: BACKGROUND OF AUS EQUITY

This policy has been drafted to enshrine and to solidify the AUS's commitments to equity in a comprehensive manner, in accordance with the AUS Constitution. The mission of the AUS according to the AUS Constitution is as follows:

2.1 The AUS exists to:

- 2.1.1 Represent all McGill students in the Faculty of Arts and to promote their welfare and interests.
- 2.1.2 Provide activities and services to enhance the educational, cultural, environmental and social conditions of its members.

Upholding principles of equity will increase the AUS's representational capabilities and ensure accessibility of all its events and services. The first explicit reference to equity in an AUS document is in the constitution of AUS Environment Council (AUSec) Bylaws. The standing committee of AUS Council is mandated to "Incorporate the principles of sustainability, ecological integrity, economic prosperity and social equity-into all endeavors of the Arts Undergraduate Society."

In April 2012, a referendum question amended the Constitution of the AUS to include the principles of equity and respect in its mandate:

Article 26 - Definition

26.1 The events, activities, and spaces operated by the AUS – may include but are not limited to the AUS Lounge, Ferrier Building Computer Labs, Arts Orientation Week and Arts Frosh, Bar des Arts, Nuit Blanche, AUS General Assemblies, and Arts Graduation Ball - shall be constituted herein as 'AUS services'.

Article 27 – Respect

27.1 AUS services shall operate with the concept of 'Safe Space', prohibiting the use of racist, sexist, and other oppressive signage.

27.1.1 It shall be left to the discretion of the AUS Executive and AUS Executive Assistant to determine what constitutes oppressive signage.

27.2 AUS services shall be venues for respectful dialogue and oppose intimidating solicitation and violence.

27.3 In the event of an equity complaint with regards to an AUS service, the complaint shall be addressed by the Ombudsperson of the AUS and a Report may be commissioned by the AUS Council to rectify the complaints.

Though these amendments improve the AUS's ability to represent AUS members and to deliver accessible services, equity is left undefined. Furthermore, they remain focused on signage without discussing the role of groups internal to the AUS, including departmental associations and committees. Also, they leave equity considerations in the hands of one individual: the Ombudsperson of the AUS.

To address the above concerns with Article 26 and 27 of the constitution, and in order to provide a thorough definition for equity, the following resolution was adopted at the meeting of the AUS Council, October 17, 2012:

Resolution to Support the Creation of an AUS Equity Policy and an Ad Hoc Equity Policy Committee

Whereas, the AUS has a commitment to social sustainability.

Whereas, social equity falls under the umbrella of social sustainability,

Whereas, the AUS currently does not have an equity policy,

Whereas, an equity policy shall be an important framework expounding the AUS's commitment to equity, inclusion, and non-discrimination, and explaining how any complaints concerning issues of equity shall be handled,

Whereas, a resolution passed by AUS Council supporting the creation of an equity policy provides the affirmation necessary for undertaking such a task.

Resolved, that AUS Legislative Council supports the creation of an AUS Equity Policy.

Resolved, that an Ad Hoc Equity Policy Committee be created as part of the social sustainability mandate of the AUS

Resolved, that an Ad Hoc Equity Policy Committee will explore the process of hiring practices as it relates to equity in the AUS

Resolved, that the Ad Hoc Equity Policy Committee's membership include the AUS VP Internal, two (2) AUS Councillors to be selected by the AUS VP Internal, and two members-at-large to be selected through an application process conducted by the AUS VP Internal.

Resolved, that the Ad Hoc Equity Policy Committee hold a consultation process that is open to all AUS members.

Resolved, that the Ad Hoc Equity Policy Committee be charged with the writing of the AUS Equity Policy for discussion and possible adoption at the November 28 or January 16 AUS Legislative Council.

Resolved, that the Ad Hoc Equity Policy Committee shall satisfy the AUS Councillors' committee participation requirement.

The passage of this resolution demonstrated the affirmation necessary to move forward with the creation of the Policy. After the passage of the resolution, the Ad Hoc Equity Policy Committee was formed, comprising the AUS VP Internal, Justin Fletcher; two councillors, Claire Stewart-Kanigan (Arts Representative to SSMU) and Thy Anne Chu Quang (AGELF); and two members-at-large, Claire Michela and Gabrielle Jacobs. The SSMU Equity Commissioner Justin Koh served as an advisory member to the Committee. An Equity Open Forum event was held on Tuesday, November 13, 2012, and a survey was released to the AUS membership the same week to ensure that the creation of the Policy was a consultative and transparent process.

The Committee discussed the following questions and considerations while drafting the policy:

What role should the newly formed Equity Committee play within the AUS, and how can the Equity Committee take more proactive rather than reactive measures concerning equity?

Within the AUS governing infrastructure, how can we guarantee confidentiality and protection from conflicts of interests to ensure that resolutions are fair to the Claimant and Respondent?

How can the SSMU's resolutions processes, including mediation, investigation and appeals of Equity Complaints, be adapted to the governing structures of the AUS?

The following AUS Policy is the culmination of the work of the Ad Hoc Equity Policy Committee throughout the Fall 2012 and Winter 2013 terms. The Policy is based off the SSMU Equity Policy, which can be found on the SSMU Website. The policy was discussed and ratified at AUS Council on March 20. The AUS hopes this Policy will effect lasting change on AUS members beyond their experience at McGill.

APPENDIX B: DEFINITIONS USED IN DEVELOPING THE POLICY

Equity: in the context of this Policy, Equity refers to the respect of and equality of opportunity for all members of the Association.

Diversity: the existence of differences among members of a community based on gender identity, age, race, ethnic or national origin, religion, sexuality, sexual orientation, mental and/or physical abilities, language, size, or social class.

Oppression: the exercise of power by a group of people over another group of people with specific consideration of cultural, historical, and living legacies.

Privilege: an exclusive benefit, right, advantage, or immunity maintained by a group of persons to the disadvantage of others.

Marginalization: the relegation of certain persons and social groups to positions of lesser agency, power, and participation within society.

Disadvantage: a circumstance or a situation that puts an individual or a group of people in an inferior or less favorable position compared to others, resulting in compromised access to resources or opportunities.

Discrimination: the differential treatment of an individual or group, typically to their disadvantage, whether it is prejudiced or unprejudiced.

Harassment: any behaviour, act, comment, or display that demeans, belittles, and/or causes personal, psychological, or social harm to an individual or group, including an act or acts of intimidation or threat.

Complaint: a formal written declaration of a violation of the Equity Policy to the AUS Equity Commissioners.

Incident: the instance of alleged violation of the AUS Equity Policy by the Respondent addressed in the Complaint.

Claimant: the person or group who has experienced the alleged incident(s).

Respondent: the party against whom a Complaint is brought.

Support person: a person whom the Claimant or the Respondent selects to assist them throughout the Resolution process. The support person's role is not to present or respond on behalf of either the Respondent or Claimant; rather, they may take notes and give advice to the party they are supporting.

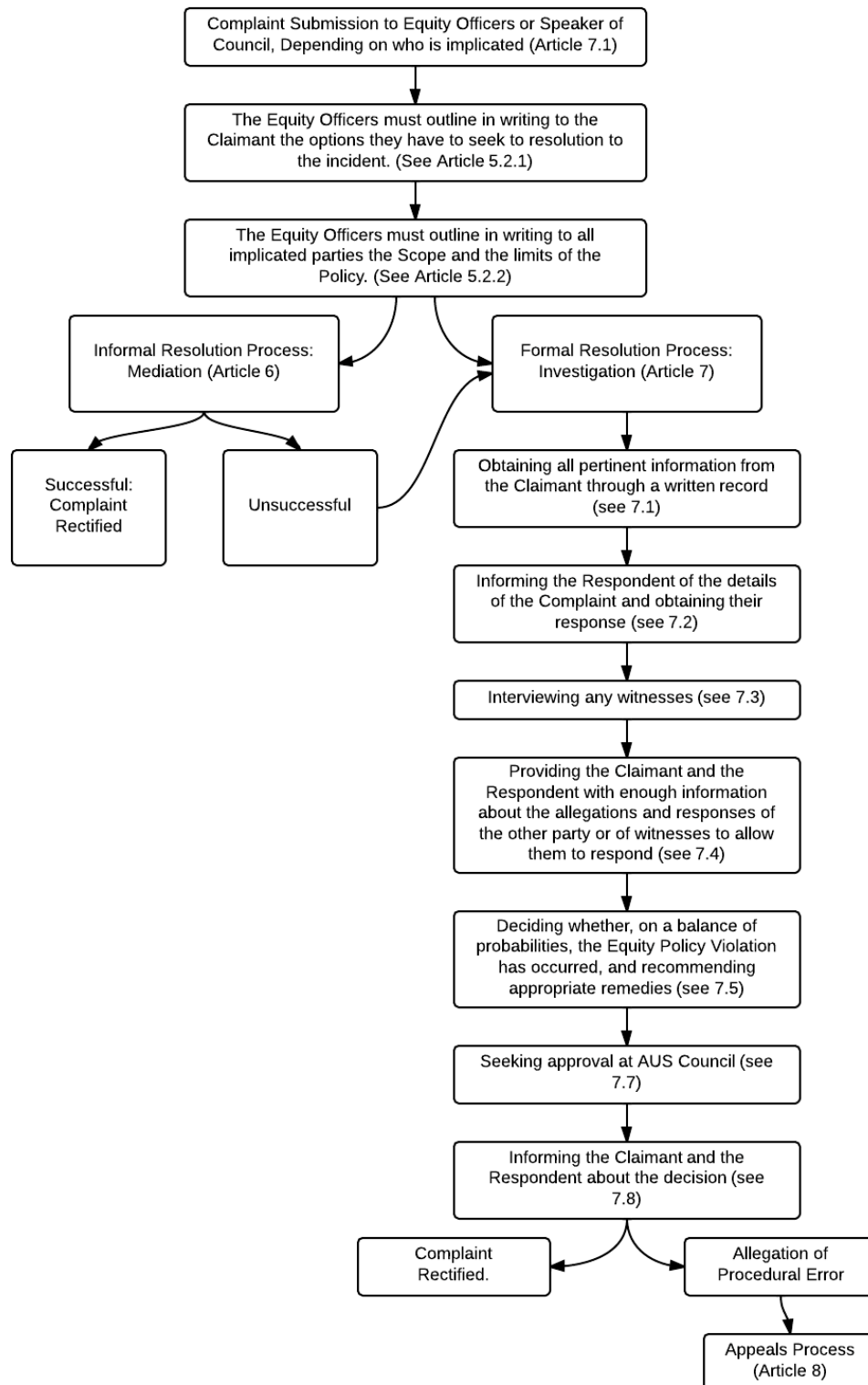
Mediation: the initiation of a proactive dialogue between all parties concerned in an equity

issue, to be facilitated by at least one of the Equity Commissioners.

Private space: a mutually agreed upon location where Mediation can take place that allows for the respect of confidentiality.

Investigation: a formal Resolution process involving research and collection of supporting evidence to make recommendations on how to handle a Complaint.

Conflict of interest: a situation in which a person's interests may affect their ability to make a fair decision, such as the presence of pre-existing social relationships or the possibility of advancement

APPENDIX C: FLOWCHART OF COMPLAINT, MEDIATION, AND INVESTIGATION PROCEDURES

Arts Computer Lab Fund Bylaws

Revision History:

November 27, 2013 (ratification)

BACKGROUND

These bylaws serve as the terms of reference for the Arts Computer Lab Fund Committee and govern the distribution of the Arts Computer Lab Fund.

Every student registered in an Undergraduate Arts program and registered for nine (9) credits or more shall contribute \$9.80 per semester to the Fund. Every student registered in an Undergraduate Arts program and registered for less than nine (9) credits shall contribute \$4.90 per semester to the Fund. Every student registered in a Bachelor of Arts and Science program will contribute one-half of the above amounts, depending on full-time or part-time status. The fee funds a wide network of computing facilities that supports the use of instructional computers in the Faculty of Arts. The fee allows for the purchase and replacement of new computing facilities and equipment on an ongoing basis.

Students may choose to opt out of contributing towards the Fund provided they do so through the online opt-out process at the beginning of each semester. Students who choose to opt out will have their card access to the Ferrier Building and the 3rd floor Ferrier Computer Lab after normal building hours removed.

This fee was originally part of the Arts Improvement Fund. The Arts Improvement Fund was split into two funds as of the Winter 2010 term following a referendum held by the Arts Undergraduate Society (AUS) in the Fall 2009. Its renewal period coincides with that of the Arts Improvement Fund.

ARTICLE 1: DEFINITIONS AND GENERAL DESCRIPTION

- 1.1 “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.
- 1.2 “Arts Computer Lab Fund” is a fund composed of fees paid by contributing members of the AUS, which purpose is to fund the purchase and replacement of new computing facilities and equipment on an ongoing basis.
- 1.3 “The Arts Computer Lab Fund Committee” (“ACLFC”) is a committee of the Arts Undergraduate Society of McGill University (“AUS”) in conjunction with the Faculty of Arts that administers the Arts Computer Lab Fund.
- 1.4 “Faculty of Arts Computer Lab Supervisor” is the manager of the Faculty of Arts Computer Labs.
- 1.5 These by-laws govern both the Arts Computer Lab Fund and the Arts Computer Lab Fund Committee.

ARTICLE 2: THE ARTS COMPUTER LAB FUND

- 2.1 The purpose of the Arts Computer Lab Fund is to fund the purchase and replacement of new computing facilities and equipment on an ongoing basis.
- 2.2 The Arts Computer Lab Fund may be used to:
 - 2.2.1 Purchase computing facilities and equipment for the Faculty of Arts Computer Labs;
 - 2.2.2 Purchase furniture for the Faculty of Arts Computer Labs;
 - 2.2.3 Finance a laptop rental program;
 - 2.2.4 Purchase software and applications;
 - 2.2.5 Support the employment of students in the Faculty of Arts Computer Labs;
 - 2.2.6 Cover the personnel costs of the Faculty of Arts Computer Labs, to a maximum of \$35,000 per year;
 - 2.2.7 Finance other projects that improve the Faculty of Arts Computer Labs, in accordance with these by-laws, at the discretion of the ACLFC.

ARTICLE 3: THE ARTS COMPUTER LAB FUND COMMITTEE (ACLFC)

- 3.1 Membership of the Arts Computer Lab Fund Committee (ACLFC) shall consist of the following voting members:
 - 3.1.1 The President of the AUS, who shall be the chairperson of the ACLFC;
 - 3.1.2 The Vice-President Finance of the AUS;
 - 3.1.3 Two student members-at-large;

- 3.1.4 The Dean of the Faculty of Arts, or their delegate;
 - 3.1.5 The Associate Dean (Academic Administration and Oversight) of the Faculty of Arts, who is the “Fund Manager” of the Arts Computer Lab Fund, or their delegate.
- 3.2 The Faculty of Arts Computer Lab Supervisor shall serve as a non-voting, advisory member of the ACLFC.
- 3.3 All student representatives identified in article 3.1 shall be members of the AUS.
- 3.4 As chairperson, the President of the AUS shall:
- 3.4.1 Set the agenda and chair meetings of the ACLFC;
 - 3.4.2 Appoint all student representatives on the ACLFC, subject to the approval of AUS Legislative Council;
 - 3.4.3 Be responsible for reporting the activities of the ACLFC to AUS Legislative Council.
- 3.5 Duties and responsibilities of the ACLFC shall include:
- 3.5.1 Ensuring the Arts Computer Lab Fund achieves its objectives as outlined in Article 2 of these by-laws;
 - 3.5.2 Consulting with students about how the Faculty of Arts Computer Lab facilities can be improved;
 - 3.5.3 Liaising with the Faculty of Arts Computer Lab Supervisor regarding improvements to Faculty of Arts Computer Lab facilities;
 - 3.5.4 Reporting to AUS Legislative Council at least once per semester on the activities of the ACLFC, including a detailed list of expenditures.
- 3.6 The ACLFC shall meet at least once per semester.
- 3.7 Quorum to approve an expenditure shall be:
- 3.7.1 At least one of the Dean of Arts, the Associate Dean (Academic Administration and Oversight) of Arts, or their delegate.
 - 3.7.2 At least three of the four student members.
- 3.8 Approval of expenditures from the ACLFC shall require approval of the Associate Dean (Academic Administration and Oversight) of the Faculty of Arts or their delegate and a majority of the remaining members of the committee, provided that quorum is met, as defined in Article 3.7 of these by-laws.
- 3.9 Expenditures approved by the ACLFC must be approved by a majority vote of AUS Legislative Council.

ARTICLE 4: CYCLICAL REVIEW OF THE FUND

- 4.1 The existence of the Arts Computer Lab Fund shall be put to referendum once every three (3) years, in accordance with the AUS Constitution.
- 4.2 Every third year, the President shall present a referendum question to renew the Arts Computer Lab Fund to AUS Legislative Council.

ARTICLE 5: TERMINATION OF THE FUND

- 5.1 The Arts Computer Lab Fund shall exist in perpetuity.
- 5.2 If the cyclical referendum of 4.1 is defeated, or if any spontaneous general referendum to the effect of terminating the Arts Computer Lab Fund is passed, then all remaining monies in the fund shall be allocated by the ACLFC in a manner consistent with these by-laws.
- 5.3 In the case of a referendum being passed to reinstate the Fund, then the ACLFC shall be reinstated.

ARTICLE 6: COMING INTO FORCE

- 6.1 These by-laws shall come into force upon ratification by AUS Legislative Council and shall supersede all previous versions of the Arts Computer Lab Fund by-laws.

ARTICLE 7: INTERPRETATION

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

ARTICLE 8: AMENDMENTS

- 8.1 Amendments to these by-laws should first be discussed with the members of the ACLFC, notably the Associate Dean (Academic Administration and Oversight).
- 8.2 Amendments to these by-laws shall follow by-law amendment procedures as laid out in Article 23 of the AUS Constitution.

Arts Community Engagement Committee Bylaws

Revision History:

November 27, 2013 (ratification)

BACKGROUND

These bylaws serve as the terms of reference for the Arts Community Engagement (ACE) Committee.

Article I: Establishment

- 1.1 The Arts Community Engagement Committee, hereinafter referred to as the ACEC, is an entity of the Arts Undergraduate Society (AUS) and shall be governed by these by-laws.

Article II: Mission

- 2.1 The AUS Arts Community Engagement Committee (ACEC) exists to:
- 2.1.1 Strengthen relations among the AUS, campus and community organizations in the McGill and Montreal communities.
 - 2.1.2 Disseminate information and act as a consultative body to external groups on behalf of the AUS, when necessary.
 - 2.1.3 Plan events and provide services with the purpose of connecting AUS members to the wider McGill and Montreal communities.

Article III: Membership

- 3.1 The ACEC Executive Team shall consist of eight (8) executive members:
- 3.1.1 The two (2) Community Engagement Commissioners (“Co-Chairs”);
 - 3.1.2 One (1) Vice-President Internal;
 - 3.1.3 One (1) Vice-President External;
 - 3.1.4 One (1) Vice-President Communications;
 - 3.1.5 Two (2) Communication Coordinators;
 - 3.1.6 The Vice-President External of the AUS, who is also responsible for reporting to AUS Council;
- 3.2 The Co-Chairs shall together chair the meetings of the ACEC and shall be responsible for fulfilling the mission of the ACEC.
- 3.2.1 The Co-Chairs shall be approved by a majority vote of AUS Legislative Council.
- 3.3 The Vice-President Internal shall:
- 3.3.1 Be responsible for taking meeting minutes and distributing them to the ACEC afterwards
 - 3.3.2 Be responsible all correspondence between the ACEC Executive Team and the ACEC members-at-large.
- 3.4 The Vice-President External shall:
- 3.4.1 Work with all groups external to both the AUS and McGill;
 - 3.4.2 Be responsible for all sponsorship of the committee, in conjunction with the AUS Sponsorship Committee;
 - 3.4.3 Be responsible for public image of the ACEC.
- 3.5 The Vice-President Communications shall, in conjunction with the Communication Coordinators:
- 3.5.1 Be responsible for the advertisement and promotion of all the ACEC’s endeavours;
 - 3.5.2 Be responsible for the outreach of the committee to AUS members;
 - 3.5.3 Work with the Marketing Committee to promote the activities of the ACEC;

3.6 The AUS Vice-President External shall:

3.6.1 Act as an administrative liaison between the ACEC Executive Team and the AUS;

3.6.2 Attend ACEC meetings regularly and report the activities of the ACEC to AUS Legislative Council.

3.7 The ACEC Executive Team may recruit additional members-at-large to help achieve the mission of the ACEC, as stated in Article 2 of these by-laws.

Article IV: Powers and Duties of the ACEC

4.1 The ACEC shall recognize the supremacy of the AUS Constitution and by-laws and shall be bound by it.

4.2 The ACEC shall work to realize their mission as stated in Article 2 of these by-laws.

Article V: Meetings of the ACEC

5.1 ACEC meetings shall meet weekly and must be attended by the entirety of the ACEC Executive Team.

5.2 Quorum shall be two-thirds (2/3) of ACEC Executive Team.

5.3 The ACEC may invite representatives from external groups to sit in on meetings and give presentations.

Article VI: Appointment of the ACEC Executive Team

6.1 The ACEC Executive Team shall be appointed for the following year by the presiding AUS VP External, the AUS VP External-elect, and the presiding Community Engagement Commissioners, before the end of the Winter semester.

6.2 Any unfilled seats of the ACEC Executive Team shall be appointed for the following year by the presiding Community Engagement Commissioners and the AUS VP External in the following September.

6.3 Any member of the AUS is eligible to apply.

Article VII: Amendments

7.1 Amendments to these bylaws should first be discussed with the members of the Executive Team of the ACEC.

7.2 Amendments to these bylaws shall follow by-law amendment procedures as laid out in Article 23 of the AUS Constitution.

Francophone Commission By-Laws

Revision History:

February 19, 2014 (Ratification)

BACKGROUND

These bylaws serve as terms of reference for the Francophone Commission.

Francophone Commission By-Laws

Article I: Establishment

- 1.1 The Francophone Commission is an entity of the Arts Undergraduate Society (AUS) and shall be governed by these by-laws.

Article II: Mission

- 2.1 The Francophone Commission shall exist to:
- 2.1.1 Foster the community and presence of the Francophone student body of the Arts Undergraduate Society by planning cultural events and promoting bilingualism within the Society;
 - 2.1.2 Strengthen links between the Francophone and non-Francophone students and to provide students with opportunities to engage with Francophone and Quebecois culture;
 - 2.1.3 Advance bilingual services and policies within the AUS and the AUS's internal groups to further Francophone and bilingual interests.

Article III: Membership

- 3.1 The Francophone Commission shall operate under the portfolio of the Vice-President of Communications.
- 3.2 The Francophone shall consist of at least two (2) Francophone Commissioners.
- 3.2.1 The Francophone Commission shall be appointed in the winter semester of the previous year by the AUS VP Communications-elect and the current members of the Francophone Commission.
 - 3.2.2 Any member of the AUS is eligible to apply.
- 3.3 General membership is open to any AUS member willing to contribute in any way to the Francophone Commission's mission.

Article IV: Powers and Duties

- 4.1 The Francophone Commission shall realize its mission as stated in Article II.
- 4.2 To fulfill the mission as stated in Article II, the Francophone Commission shall perform the following duties, including but not limited to:
- 4.2.1 Organizing the French Conversation Circles of the AUS;
 - 4.2.2 Overseeing, analyzing, and writing policy and by-laws for the AUS and its internal groups;
 - 4.2.3 Collaborating with other French language student and academic groups on campus.

Article V: Amendments

- 5.1 Amendments to these bylaws should first be discussed with the members of the Francophone Commission.
- 5.2 Amendments to these bylaws shall follow by-law amendment procedures as laid out in Article 23 of the AUS Constitution.

Ethical Business Practices Policy By-laws

Revision History:

March 26, 2014 (Ratification)

BACKGROUND

ARTICLE 1 — BACKGROUND AND PREAMBLE

On September 18th, 2013, the Arts Undergraduate Society (AUS) Legislative Council adopted a “Motion to Support the Creation of an AUS Ethical Purchasing Policy and an Ad Hoc Ethical Purchasing Policy Committee.” This motion affirmed the AUS’ support for the creation of an Ethical Purchasing Policy to bring the purchasing and business practices of the AUS into line with the commitment to environmental and social sustainability reflected in the bylaws of both the Arts Undergraduate Society Environmental Council (AUSec) and the Arts Undergraduate Society Equity Policy.

The purposes of this policy are to ensure that business practices undertaken by suppliers of the AUS and the departments within its jurisdiction are in compliance with accepted international ethics standards, local laws, and the ethical standards reflected in the aforementioned AUS bylaws. This policy aims to promote greater respect for workers’ rights, improved working conditions, and environmental and social sustainability practices while simultaneously protecting the financial sustainability of the AUS and its associated departments and committees.

ARTICLE 2—SCOPE

This policy applies to all purchases made by the Arts Undergraduate Society and the committees and departments within its jurisdiction, including, but not limited to, frosh and departmental apparel, printed materials, athletics and gym wear, and event materials such as plates and cups. This policy does not apply to food purchases.

ARTICLE 3 —POLICY MANDATE

This policy seeks to encourage engagement with and support of businesses with superior social and environmental practices, and well-developed social responsibility initiatives. These standards also apply to subcontractors of said businesses. The following list details particular areas in which the Arts Undergraduate Society shall seek out and identify businesses with ethically superior practices.

Location

The Arts Undergraduate Society shall give priority to manufacturers and service providers who are locally based. After this, priority will be given to manufacturers and service providers based on physical proximity to reduce the environmental cost of additional transportation. The Arts Undergraduate Society shall attempt to purchase products directly from their original sources.

Material

The Arts Undergraduate Society shall purchase products which use biodegradable, post-consumer recycled, and/or recyclable materials when possible.

Pollution

The Arts Undergraduate Society shall give priority to manufacturers and service providers that actively pursue a goal of waste and toxic emission reduction with the ultimate aim of carbon neutrality, as demonstrated by, but not limited to: a commitment to the sustainable use of natural resources through reduction, reuse, and recycling, the use of alternative energy sources, and the implementation of sustainable practices such as composting.

Certification

The Arts Undergraduate Society shall seek products or firms carrying the EcoLogo or the ISO 14000 certification. The Arts Undergraduate Society shall seek products that are fair-trade certified by either Fairtrade International (FLO) or one of its international members, such as Fairtrade Canada.

Employee Empowerment, Equity and Diversity

The Arts Undergraduate Society shall seek to conduct business with companies which actively encourage equity and diversity in their workforce, are ranked highly for work satisfaction as shown by commonly available employer rankings, and provide services and benefits to employees beyond those considered to be the industry average. Excellent fulfilment of labour standards), is necessary for a business to be deemed “preferred,” such as those included in the Fair Labor Association (FLA) Workplace Code of Conduct (i.e. no child labour, forced labour, or restrictions on freedom of association and collective bargaining).

Community Involvement

The Arts Undergraduate Society shall seek to conduct business with companies who have been shown to engage in positive relationships with their community. Markers of positive community relationships include: the presence of a concrete community outreach program, including the delegation of a company representative to participate in community decision-making forums, and a demonstrated preference given to community-based non-corporate sources. Preference shall be given to cooperatives, social enterprises, student-run businesses, and other non-corporate business models when possible.

ARTICLE 4 — COMPLIANCE

4.1 The Ethical Business Practices Committee (see Article 6) shall create and maintain a list of suppliers, henceforth called the Supplier Ethics Database. Suppliers shall be grouped into three categories: “preferred”, “neutral”, and “prohibited.” This list shall be distributed to all departmental association executives and committee members by the Vice-President Finance at the start of each semester, and emailed to all departmental association executives and committee members every time it is updated.

4.1.1 Placement on the “preferred” list shall be based on meeting and exceeding the standards outlined in Article 3 as determined by the Ethical Business Practices Committee.

4.1.2 Placement on the “neutral” list shall be based on meeting the standards outlined in Article 3 as determined by the Ethical Business Practices Committee.

4.1.3 Placement on the “prohibited” list shall be based on failure to meet the standards outlined in Article 3 as determined by the Ethical Business Practices Committee. The

Arts Undergraduate Society shall not conduct business with any companies included on the “prohibited” list.

4.2 Any McGill student or interested third parties shall be able to confidentially report and concerns regarding failure to observe the Policy—for instance, AUS-funded parties conducting business with “prohibited” suppliers or suppliers that ought to be listed as “prohibited”—to the Ethical Business Practices Committee (see Article 6.4).

4.3 The Vice-President Finance shall notify a significant supplier who is listed under “prohibited” in the Supplier Ethics Database of their placement on this list. Notice shall be given of the rationale of their placement on said list, and of the AUS’ intention to terminate relations indefinitely, or until evidence of a change in supplier business practices is provided or discovered.

4.4 The Vice-President Finance shall maintain the Supplier Ethics Database during inactive Ethical Business Practices Committee periods, namely between the months of April and September.

ARTICLE 5—ENFORCEMENT and INCENTIVE

5.1 The Vice-President Finance shall be tasked with referencing the Supplier Ethics Database during the processing of cheque requisitions from AUS-funded parties.

5.2 The AUS shall subsidize the difference in cost between a prohibited supplier and neutral or preferred supplier, and between a neutral and preferred supplier.

5.2.1 Any department or committee of the AUS is eligible for a subsidy.

5.2.2 The amount to be subsidized shall be determined by comparing an invoice from a prohibited or neutral supplier to that of a neutral or preferred supplier respectively provided by the department or committee to the Vice-President Finance.

5.3 Any department or committee which makes a purchase from a “prohibited” supplier shall have the cost difference between the supplier chosen and a “neutral” supplier deducted from their allocation.

5.4 Any AUS executive who makes a purchase from a “prohibited” supplier shall be reported to AUS Council by the Ethical Business Practices Committee.

ARTICLE 6—STANDING COMMITTEE

6.1 A standing committee, henceforth named the Ethical Business Practices Committee shall oversee the continued implementation of the Policy.

6.2 The Ethical Business Practices Committee shall be composed of one member of the Equity Committee, one member of the AUS Environmental Committee, two members-at-large who are members of the AUS, and the Society’s Vice President Finance.

6.3 Committee tasks shall include: maintaining the Supplier Ethics Database, researching suppliers, researching trends in business practices in the context of the Policy mandate, processing concerns brought forward by members of the Society regarding the lack of adherence to the Policy, and reviewing financial records of the Society to ensure that no prohibited purchases have been made.

6.4 Concerns submitted to the Ethical Business Practices regarding failure to adhere to the Policy shall be processed by the Committee.

6.4.1 The Committee shall research any supplier whose practices are brought into question and add said supplier to the Supplier Ethics Database or change the supplier's status after sufficient research is conducted and a Committee consensus is reached.

6.4.2 Concerns regarding general Committee practices shall be discussed amongst the Committee and those bringing the concern forth as seen fit by the two parties.

6.4.3 Concerns not resolved in accordance with 6.4.1 and 6.4.2 may be addressed at AUS Legislative Council either by a discussion in New Business or by a motion addressing said concern.

6.5 The Ethical Business Practices Committee shall report to Council at a minimum of once per semester. The report shall outline changes made to the Supplier Ethics Database, and summarize violations of the policy, making special note of violations committed by AUS executives as noted in Article 5.4.

ARTICLE 7—APPEALS PROCESS

7.1. Any AUS member who disagrees with a Committee decision regarding the placement of a certain supplier on the “prohibited” list may seek to reverse this decision through informal consultation with the Committee.

7.2 If no agreement is reached, the AUS member may seek to have the supplier removed the “prohibited” list at AUS Legislative Council by a two-thirds majority vote.

Appendix: Definitions

“Child” means any person less than 15, unless local minimum age law stipulates a higher age for work or mandatory schooling, or less than 14 if the minimum age law is set at that age in accordance with developing country exceptions under United Nations ILO Convention 138.

“Employer” means an entity that employs or contracts a worker in the production of a product.

“Policy” means this document in its entirety.

“Product” means any item manufactured for the Arts Undergraduate Society or any of its departments and committees, as well as any service provided to such parties.

“Significant Supplier” means a supplier (see definition of “Supplier”) from whom the Arts Undergraduate Society commonly purchases goods and services.

“Supplier” means an entity who sells a product to the Arts Undergraduate Society or any of its departments or committees.

“Subcontractor” means any person who directly or indirectly provides the supplier with goods and/or services integral to the manufacture of apparel products for the Arts Undergraduate Society or any of its departments or committees.

“Worker” means a person involved in the manufacture of a product.

By-laws Regarding FIOs

Revision History:

April 9, 2014 (Ratification)

BACKGROUND

These By-laws discuss the approval mechanism for *Frais Institutionnels Obligatoires*, which are additional fees that students must pay to take certain courses. As the AUS has interfaculty departments with the Science Undergraduate Society (SUS), the SUS has adopted these by-laws in identical form.

Article 1: Definitions

1.1 “FIOs” shall refer to Frais Institutionnels Obligatoires or mandatory fees charged to students who register for certain courses to cover additional costs associated with that course above tuition.

1.2 “Departments” shall refer to academic units that offer academic programs to students. As relevant for these bylaws, departments in this case are specific to the Faculty of Arts or the Faculty of Science.

1.2.1 “Interfaculty Departments” shall refer to academic units that offer programs to students in both the Faculty of Arts and the Faculty of Science, including but not limited to: Environment, Geography, Mathematics, and Psychology.

1.3 “Departmental Associations” shall refer to non-incorporated, non-accredited student groups that represent the interests of students registered in that department

1.3.1 “Interfaculty Departmental Associations” shall refer to non-incorporated, non-accredited student groups that represent the interests of students registered in interfaculty departments.

1.4 “AUS” shall refer to the Arts Undergraduate Society of McGill University, an incorporated and accredited student association that represents students in the Faculty of Arts and in the Faculty of Arts & Science.

1.5 “SUS” shall refer to the Science Undergraduate Society of McGill University, an incorporated and accredited student association that represents students in the Faculty of Science and in the Faculty of Arts & Science.

Article 2: Process of Approval for Courses within Departments in the Faculty of Arts

2.1 Before entertaining a motion to approve a FIO for courses within the Faculty of Arts, the representative departmental association must make a recommendation to AUS Legislative Council as determined by a vote among their Executive Committee, coordinating body, or General Assembly.

2.2 To approve any FIO, the representative departmental association’s recommendation must be presented to AUS Legislative Council and must be ratified by a simple majority vote.

2.3. If a decision must be made when AUS Legislative Council is unable to be convened, the AUS Executive Committee must contact the representative departmental association if and when possible for their recommendation. This recommendation can then be ratified by a simple majority of the AUS Executive Committee.

2.4. FIOs for courses taught within departments without representative departmental associations shall be brought directly to AUS Legislative Council for ratification or to the AUS Executive Committee if AUS Legislative Council is unable to be convened.

2.5 The AUS President shall report the outcome of the vote on any and all FIOs to Student Accounts and to the Office of the Deputy Provost (Student Life and Learning).

Article 3: Process of Approval for Courses within Departments in the Faculty of Science

3.1 Before entertaining a motion to approve a FIO for courses within the Faculty of Science, the representative departmental association must make a recommendation to SUS General Council as determined by a vote among their Executive Committee, coordinating body, or General Assembly.

3.2 To approve any FIO, the representative departmental association's recommendation must be presented to SUS General Council and must be ratified by a simple majority vote.

3.3. If a decision must be made when SUS General Council is unable to be convened, the SUS Executive Committee must contact the representative departmental association if and when possible for their recommendation. This recommendation can then be ratified by a simple majority of the SUS Executive Committee.

3.4. FIOs for courses taught within departments without representative departmental associations shall be brought directly to SUS General Council for ratification or to the SUS Executive Committee if SUS General Council is unable to be convened.

3.5 The outcome of the vote on any and all FIOs shall be reported to Student Accounts and the Office of the Deputy Provost (Student Life and Learning) by the SUS President.

Article 4: Process of Approval for Courses within Interfaculty Departments

4.1 Before entertaining a motion to approve a FIO for courses within interfaculty departments, the representative interfaculty departmental association must make a recommendation to both the AUS Legislative Council and the SUS General Council as determined by a vote among their Executive Committee, coordinating body, or General Assembly.

4.2 To approve any FIOs, the representative interfaculty departmental association's recommendation must be presented to both AUS Legislative Council and the SUS General Council and must be ratified by a simple majority vote of both governing bodies.

4.2.1 In the case that either the AUS Legislative Council or SUS General Council chooses not to ratify the recommendation in either the AUS Legislative Council or the SUS General Council, the FIOs shall not be adopted.

4.3. If a decision must be made when AUS Legislative Council and/or SUS General Council is/are unable to be convened, the SUS Executive Committee must contact the representative interfaculty departmental association if and when possible for their recommendation. This recommendation can then be ratified by a simple majority vote of the SUS Executive Committee.

4.4. FIOs for courses taught within interfaculty departments without representative interfaculty departmental associations shall be brought directly to SUS General Council for ratification or to the SUS Executive Committee if SUS General Council is unable to be convened.

4.5. If a decision is made in the manner outlined in Articles 4.3 or 4.4, the SUS Executive Committee shall inform the AUS Executive Committee in writing within one (1) week of their decision.

4.5.1 In the cases outlined in Articles 4.3 and 4.4, the AUS cedes their position in the ratification process to the SUS.

4.6. The outcome of the vote on any and all FIOs shall be reported to Student Accounts and the Office of the Deputy Provost (Student Life and Learning) by the SUS President.

Article 5: Coming Into Force

5.1 To come into force, the AUS Legislative Council and SUS General Council must adopt identical versions of these bylaws.

Article 6: Amendments

6.1 Amendments to these by-laws must be made in joint agreement of the AUS and SUS Executive Committees.

6.2 All amendments must pass through AUS Legislative Council and SUS General Council with a two-thirds ($\frac{2}{3}$) majority vote.

Frosh By-Laws

**Revision History:
April 8, 2015 (Ratification)**

Article 1: Preamble and Background

1.1 The Arts Undergraduate Society formed an Ad-Hoc Frosh Bylaws Committee to draft legislation that would govern the planning and execution of Frosh Week, an orientation event for incoming students.

See Appendix for Ad-Hoc Committee membership and the context of the creation of these By-Laws

Article 2: Policy Statement and Mandate

2.1 In accordance with the AUS Constitution and Equity Policy, the AUS has a responsibility to plan and execute a Frosh Week that is inclusive, accessible, and sustainable. This Policy works to institutionalize the operations of Frosh and also to create a comprehensive guideline for the continuity, transparency, and efficiency of Frosh.

Article 3: Definitions and Membership

3.1 Frosh: Social and cultural orientation for first-year Arts students to the Arts Undergraduate Society, life as a McGill student, and the surrounding Montreal community.

3.2 Frosh Leaders: Upper-year students selected to lead Frosh groups, provide information about Frosh and life as a McGill student, directly oversee first-year students, and implement safe and inclusive methods of student engagement. Frosh Leaders are also expected to inform students about AUS resources, such as the First-Year Events, Academic, and Representative Council (FEARC) and the AUS Essay Centre. They are expected to act as mentors within the Faculty of Arts for first-year students.

3.3 Arts and Science: In the absence of a specific Arts and Science Frosh in order to better accommodate unique student groups, students belonging to the Arts and Science faculty are permitted to register in either Arts Frosh or Science Frosh. Groups made up of solely Arts and Science students are then formed within each Frosh for these students, and are led by specifically hired Arts and Science Frosh Leaders, selected by the Bachelor of Arts and Science Integrative Council (BASiC) Vice-President Internal. They attend the majority of Arts Frosh events as regular Arts Frosh participants, but also attend separate Arts and Science events.

3.4 Operations Staff (O-Staff): Upper-year students selected to assist with the logistical implementation of Frosh events and staff events.

3.5 Frosh Coordinators: Individuals with event planning, coordination, or other relevant experience hired by the Vice-President Social to sit on the Frosh Committee that assist with ideas and planning, implementation, and coordination for all aspects of Frosh. The Coordinator positions vary by title, each taking on different aspects of the event and overseeing certain areas of its operation.

3.6 Frosh Committee: Made up of the Frosh Coordinators whose responsibilities include, but are not limited to:

- 3.6.1** Planning a clear vision for the theme and operational direction of Frosh; upholding the principles of inclusivity, safety, and ensuring adherence to the AUS Constitution;
- 3.6.2** Hiring and training all Leaders and O-Staff;
- 3.6.3** Liaising with the Students' Society of McGill University (SSMU) and other Faculty Frosh Committees and external groups in the Montreal community;
- 3.6.4** Presenting a Frosh Report detailing their planning and implementation processes to the AUS Legislative Council in the same academic year.

3.7 Vice-President Social: The head of the Frosh Committee, whose responsibilities include, but are not limited to:

- 3.7.1** Hiring and managing the Committee;
- 3.7.2** Delegating tasks to its members throughout the summer;
- 3.7.3** Sitting on the Integrated Orientation Committee (IOC) and the Orientation Planning Group (OPG);
- 3.7.4** Liaising between the Frosh Committee and the AUS Executive Committee;
- 3.7.5** Being a representative figure on the AUS's behalf to the administration and Montreal community in matters relevant to Frosh.

3.8 Equity Commissioner: Arts Undergraduate Society Equity Commissioners aid the Frosh Planning Committee and the Vice-President Social in creating accessible and equitable spaces during Frosh, and in its planning. The Equity Commissioners will present a Frosh Report to the AUS Legislative Council in the same academic year and work throughout the academic year to improve future Frosh events.

3.9 Accessibility: The consideration of the obstacles that limit the participation and experience of persons planning and attending Frosh Week. Planning and implementation should move towards universal design, which provides access for diverse needs and backgrounds, in terms of financial, social, and physical access.

3.10 AUS Executives: Body of elected AUS individuals that represent the Executive Committee that hold the Vice-President Social accountable for the planning and operational processes of Frosh. The AUS Executive Committee is also responsible for representing and promoting the AUS throughout Frosh.

Article 4: Hiring and Training Process

4.1 Hiring: The hiring of the AUS Frosh Committee will be conducted by an interview panel that includes:

- 4.1.1** Outgoing and Incoming Vice Presidents Social;
- 4.1.2** Representation from the AUS Equity Committee;
- 4.1.3** Representation from the outgoing AUS Frosh Committee.

4.2 Eligibility: Current students and recent graduates of McGill within one year of their graduation are eligible to apply for the Coordinator Committee. Priority will be given to Arts and Arts and Science students, but students from other Faculties are eligible for consideration.

4.3 Training: The AUS Frosh Committee will receive an AUS training session, which includes information about AUS resources, the AUS financial system, budgeting and expense tracking, and how to create a record of their activities over the summer. This training session will be conducted by the Vice-President Social and Vice-President Finance, with input and consultation if necessary from the AUS President and AUS Vice-President Academic for affairs related to general AUS resources.

4.3.1 The AUS Frosh Committee will also receive Equity training. This is to be coordinated by the AUS Equity Committee in accordance with general institutional practices, including the training session offered by Campus Life and Engagement. If Campus Life and Engagement does not conduct a training session, the AUS Equity Committee is responsible for conducting it themselves and can look towards the Social Equity and Diversity Office as an additional resource.

Article 5: Liaison & Operations

5.1 In accordance with the AUS Equity Policy Article 3.4.4.1.2, there will be at least one member of the AUS Frosh Committee that is responsible for assisting the Vice-President Social with ensuring the adherence to the Equity Policy during orientation activities.

5.1.1 This individual will also be responsible for liaising directly with the Equity Committee during the planning period. The Equity Committee will be notified of all major planning decisions with a written report.

5.2 The Equity Commissioners will review and design certain written responsibilities for this individual pertaining to their involvement with the AUS Equity Committee stipulating the terms and protections granted to them to their position and the scope of their responsibilities during Frosh.

5.2.1 The annual theme for Frosh must be approved by the AUS Equity Committee and deemed to be in line with the AUS Equity Policy.

5.3 The AUS Vice-President Social, with the assistance of the AUS Frosh Committee, is responsible for sending a monthly written report to the AUS Executive Committee about the ongoing operations of Frosh.

5.4 At the second session of AUS Legislative Council in the new year, the AUS Frosh Committee will give a report headed by the Chairs of the Committee debriefing their Frosh experience and also providing a set of best practices for Council. This is also an occasion for revisitation of these by-laws to ensure they are in accordance with best practices. The purpose of this presentation is also to ensure continuity between Frosh and the rest of the AUS.

5.5 During Frosh, the Equity Commissioners will act as representatives of the AUS, visually distinguished in a way to differentiate them from Frosh Leaders or O-Staff.

Article 6: Financial Section

6.1 The AUS Vice-President Social is responsible for working with the AUS Vice-President Finance to create a comprehensive budget for Frosh. The first draft of the budget will be completed by mid to end of June at which point it must be approved by a majority of the

Executive Committee through an online vote. A monthly update will be made to the budget and any major changes must be approved through an online vote of the Executive Committee.

6.2 The finalized projected budget must be ready for the first day of Orientation Week. Any cash buffer requested for the week must be set at this point to be approved with the finalized projected budget.

6.3 After Frosh is over and the budget is compiled with all revenues and expenses, there must be a presentation at a session of AUS Legislative Council for an accurate profit/loss record.

6.4 The members of the AUS Frosh Committee receive the first portion of payment toward their stipend in August during the planning period but before Frosh activities. All members of the AUS Frosh Committee must submit an exit report within 30 days after the end of Frosh to receive the second payment.

6.5 All members of the AUS Frosh Committee must sign a contract with the AUS stipulating the terms and protections granted to them to their position.

6.6 There is a precedent for Arts Frosh to help fund BASiC frosh events, in order to better integrate BASiC students into the Arts Faculty.

Article 7: Follow-up and Institutional Memory

7.1 The AUS Frosh Committee will send out a follow-up survey to all AUS Frosh Leaders and O-Staff.

7.2 Frosh Leaders are recommended to direct their first-year students to AUS resources developed by the Executive Committee to help them be integrated into life in the Faculty of Arts at McGill. A training package will be prepared by the AUS Executive Committee under the direction of the President, Vice-President Academic, and Vice-President Social, to be a resource for Frosh Leaders in their mentorship efforts. Frosh Leaders are encouraged to maintain connections with their first-year students.

7.3 If Frosh makes a surplus, the money will be allocated to events planned for first-year students by the Vice-President Social in collaboration with FEARC.

Article 8: Timeline (Visual Display)

April: Hiring of Frosh Coordinators, Frosh Leaders, and O-Staff

May: Frosh Committee will be equity trained, Frosh update will be sent to AUS Executive Committee

June: First pre-Frosh budget proposal will be submitted to AUS Executive Committee, second Frosh update will be sent to AUS Executive Committee

July: Budget update and third Frosh update will be submitted to AUS Executive Committee

August: Frosh Coordinators will receive the first portion of payment toward their stipend

September: Exit report must be received within 30 days after the end of Frosh to receive second payment of stipend

Appendix: Membership of this Frosh By-Law Policy Committee.

At the October 29th, 2014 meeting of the AUS Council, a Motion to Convene Ad-Hoc Frosh By-Laws Committee was passed to address concerns related to the regulation, transparency, and continuity of a successful Frosh week for years to come.

Motion to Convene Ad-Hoc Frosh By-Laws Committee

Whereas, Arts Frosh as a part of Orientation Week, is one of the largest events of the Arts Undergraduate Society and one of the first points of contact for new students entering the Faculty of Arts and the Faculty of Arts and Science,

Whereas, under the AUS Equity Policy, it is mandated under Article 2.1.2 regarding the scope of the by-laws that the policy apply to “all activities and events hosted, funded, and promoted by the Society and AUS affiliated departmental associations and internal groups”,

Whereas, no current system of by-laws or regulations exist to bring the operation of Frosh in orientation with the general body of AUS constitutions and by-laws,

Whereas, Frosh By-Laws will improve the financial transparency and efficiency of the organization of the event,

Whereas, consultation has been conducted with various interested individuals in the enactment of AUS Frosh By-Laws,

Whereas, the span and composition of the Committee spans several portfolios of the AUS,

Be it resolved, that AUS Legislative Council create an Ad-Hoc Frosh By-Law Committee,

Be it resolved, that the composition of the Committee consist of:

- The AUS Vice-President Social
- The AUS Equity Commissioners
- A designated financial representative of the AUS
- A previous member of the AUS Frosh Coordinator Committee
- Two members-at-large, including one interfaculty representative

Be it resolved, that the Committee consult with members-of-large regarding specific matters such as interfaculty collaboration with Arts and Science members and Social Work students,

Be it resolved, that the Committee report to Legislative Council on a monthly basis regarding its progress,

After the motion was passed, the Ad-Hoc Frosh By-Law Committee was formed, comprised of the AUS Vice-President Social, Johanna Nikoletos; AUS President, Ava Liu; AUS Equity Commissioners, Isabel Lee and Vereesha Khan; FMC chair, Rona Hunter; BASiC Vice-President External, Jessica Drozd; and EPiC committee members, Christine Koppenaar and Aleks Djurdjevic.

The policy was drafted in the Winter 2015 term, and will be discussed at the AUS Councils on March 25 and April 8, 2015.

March 9th, 7:30pm.

Accountability By-Laws

Revision History:

October 29, 2014 (ratified)

September 23rd, 2015 (revised)

BACKGROUND

The Accountability bylaws outline transparency and accountability measures for Arts Undergraduate Society positions, including channels for addressing concerns with AUS Executive performance and compensation reports. They shall be interpreted alongside the relevant sections of the AUS Financial Bylaws.

ARTICLE I: DEFINITIONS

- 1.1 “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.
- 1.2 “AUS Executive” shall refer to a Vice-President member of the AUS Executive Committee, as outlined in Article 11 of the AUS Constitution.
- 1.3 “AUS Executive Work Study Program” shall refer to the portion of the AUS Work Study Fund allocated towards AUS Executive Compensation by the Work Study administrators of the McGill Scholarships and Student Aid Office.
- 1.4 “Executive timesheets” shall refer to the hour logs submitted bi-weekly by AUS Executives enrolled in the AUS Executive Work Study Program.
- 1.5 “Legislative Council” shall refer to the governing body of the AUS, as outlined in Articles 6 and 7 of the AUS Constitution.
- 1.6 “Secretary General” shall refer to an independent officer of the AUS as defined in Article 3 of these bylaws.
- 1.7 “Speaker of Council” shall refer to the neutral, non-voting chair of AUS Legislative Council, as outlined in Article 7.4 of the AUS Constitution.
- 1.8 “Work Study Administrators” shall refer to the administrators within the McGill Scholarships and Student Aid Office responsible for overseeing the Work Study Program.

ARTICLE 2: AUS EXECUTIVE WORK STUDY PROGRAM

- 2.1 The total number of hours allocated for the AUS Executive Work Study Program each semester will be determined by the Work Study Administrators.
 - 2.1.1 The AUS Secretary General shall liaise with the Work Study Administrators to provide clarification as needed.
- 2.2 Eligibility for the AUS Executive Work Study Program will be determined by the Work Study Administrators in accordance with the standard program criteria.

ARTICLE 3: FEEDBACK SURVEY

- 3.1 At least 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.
- 3.1.1 This survey will be initiated no less than four (4) weeks before the beginning of the official McGill Examination Period.
 - 3.1.2 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.
 - 3.1.3 The Speaker of Council shall ensure that the anonymity of all survey respondents is maintained.
 - 3.1.4 AUS Executives shall address substantive feedback from the survey at the Legislative Council session following the release of results.

ARTICLE 4: COMPLAINTS PROCESS

- 4.1 In the case of substantive concerns regarding an AUS Executive, these may be brought forward in confidence by AUS Members through the following process:
- 4.1.1 Concerns shall be submitted in writing, in either English or French, to the Secretary General
 - 4.1.2 Following receipt of these concerns, the Secretary General shall notify the President and the implicated AUS Executive of their content within three (3) working days, while ensuring the anonymity of the source.
 - 4.1.2.1 Informal resolution shall be reached where possible.
 - 4.1.3 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: SECRETARY GENERAL

- 5.1 A position for Secretary General shall exist under the AUS President portfolio.
- 5.1.1 The Secretary General shall be responsible for overseeing AUS Human Resources and ensuring AUS Executive accountability in collaboration with the AUS Accountability Committee.
- 5.2 The Secretary General appointment shall be approved by a two-thirds vote of AUS Legislative Council.
- 5.2.1 Removal of the Secretary General prior to the end of their term shall be subject to a two-thirds vote of AUS Legislative Council.

ARTICLE 6: AUS ACCOUNTABILITY COMMITTEE

- 6.1 An Accountability Committee shall exist under the AUS President portfolio
- 6.2 The Accountability Committee shall consist of:
 - 6.2.1 The Secretary General (Chair, non-voting);
 - 6.2.2 One (1) Arts Representative to Senate;
 - 6.2.3 One (1) Arts Representative to SSMU;
 - 6.2.4 Three (3) AUS Councillors representing committees or departmental associations;
- 6.3 The Accountability Committee shall be responsible for:
 - 6.3.1 Reviewing timesheets submitted by AUS Executives enrolled in the AUS Executive Work Study program;
 - 6.3.2 Reconciling timesheets with AUS payroll reports;
 - 6.3.3 Noting discrepancies or other concerns with the standard of AUS Executive reporting;
 - 6.3.4 Maintaining AUS Executive confidentiality wherever possible.
 - 6.3.5 Summoning AUS Executives to clarify any issues with timesheets
- 6.4 The committee will report to the Legislative Council at least once per term.
- 6.5 Decisions of the Accountability Committee may be overruled by a two-thirds majority vote of the Legislative Council.
- 6.5.1 In the case of concerns, the Legislative Council has the authority to request that the Accountability Committee revisit its report and provide clarifications as needed.

ARTICLE 7: COMING INTO FORCE

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

ARTICLE 8: INTERPRETATION

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

ARTICLE 9: AMENDMENTS

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