

AUS Publishing By-Laws

Article I : Establishment

1.1 The Arts Undergraduate Society Publishing, hereinafter is referred to as AUS Publishing or A USP.

1.2 AUS Publishing shall be an advisory committee under the AUS VP Academic

1.3 The "Library" hereinafter is defined as the McGill University Humanities and Social Sciences Library (HSSL)

1.4 "The AUS" shall refer to the Arts Undergraduate Society of McGill University

Article II : Mission

2.1 AUS Publishing exists to:

2.1.1 Provide support to all AUS departmental associations in regards to producing their departmental Journals, in any aspect to the ability of A USP requested by the association but not to the extent so that A USP is producing the Journal itself.

2.1.2 Create an archiving system so that any publications to pass through A USP are properly archived.

2.1.3 Encourage the various departmental associations under the AUS to produce a journal.

2.1.4 To further progress publications in the AUS, not limited to Journals, at which time the new mission shall be amended to this set of by-laws.

2.1.5 To implement publishing best practices with assistance from library staff

Article III : Membership

3.1 The Executive Team shall consist of three (3) members:

3.1.1 Director of Publications

3.1.2 Director of Communications

3.1.3 Director of Archiving

3.2 The AUS VP Academic shall be an ex-officio member of A USP

3.3 The Director of Publications may appoint other members to the A USP as desired, but not to the A USP Executive Team

3.4 Termination of membership shall be governed by article 5.4 of these bylaws

3.5 Resignation must be brought before a member of the Executive Team and reappointment is governed by article 6.2 of these bylaws

Article IV : Powers and Duties of the AUSP Executive Team

4.1 Duties of the Director of Publications consist of:

- 4.1.1 Directing the day-to-day management decisions and implementing AUSP's long and short term plans.
- 4.1.2 Overseeing the execution of the AUSP's mission statement in article II.
- 4.1.3 Provide support to departmental journal editors, by holding tutorials/workshops, through consultation or by other means.
- 4.1.4 Report to the VP Academic on the activities of the AUSP
- 4.1.5 Implement publishing best practices by collaborating with the library
- 4.1.6 Acquire contracts with printers

4.2 Duties of the Director of Communications consists of

- 4.2.1 Establishing and maintaining good relations with all AUS departmental associations and their Journal teams
- 4.2.2 Communicating publishing standards to departmental journals editors
- 4.2.3 Reporting departmental needs to AUSP
- 4.2.4 Ensuring participation of departments in workshop and tutorial events
- 4.2.5 Liaising between printer and departments to communicate any issues that may arise

4.3 Duties of the Director of Archiving consists of

- 4.3.1 Maintaining communication with Library and Archives Canada on behalf of all publications that are a part of AUSP
- 4.3.2 Collection, digitization, and management of journals online and physically, whereas online is defined by AUS journal database and physical as a display in the AUS Lounge.
- 4.3.3 Enforce publishing practices, by proofing journals.

Article V : Meetings

5.1 AUSP meetings shall be held at minimum once every two (2) weeks as called by Director of Publications

5.2 Non-executive members may attend AUSP meetings with prior permission of any Executive Team member

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

5.4 All AUSP meetings are mandatory for members of the Executive Team

- 5.4.1 If an executive member misses two meetings in a semester without a valid reason, they will be put under review for termination of their position by the AUS VP Academic.

Article VI: Appointment of the AUS Publishing Executive Team

6.1 The AUSP Executive Team shall be appointed for the following year by the outgoing AUS VP Academic, the AUS VP Academic-Elect, and the outgoing AUSPExecutive Team of whom are not applying for the position, before the end of the Winter semester.

6.2 Any vacant seats of the AUSP Executive Team shall be appointed by the current Executive Team and the AUS VP Academic

6.3 Appointment of Director of Publication shall be based on past experience in the AUSP or publications generally, editorial capacity, and capacity to lead a the Executive Team

Article VII: Amendments

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