

## **The Arts Student Employment Fund By-Laws**

### **Revision History:**

**March 2003**

**October 20, 2010**

**November 27, 2013**

**January 29, 2014**

**February 8, 2017**

**October 06, 2020**

### **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 or Bachelor of Arts & Science program and registered for nine (9) credits or more (full-time) shall contribute ten dollars (\$10.00) per semester to the Fund. Every student registered in an Undergraduate Arts program and registered for less than nine (9) credits (part-time) shall contribute five dollars (\$5.00). This fee contributes to the creation of academically based employment opportunities for AUS members on campus.**

**Thirty-four and a half percent (34.5%) of the student contribution is allocated to the Arts Faculty Employment Fund, which is a fund matched by the Dean of Arts Development Fund.**

**Sixty-five and a half percent (65.5%) of the student contribution is allocated to the Arts Career Advancing Access Program and is matched by funds from McGill University.**

**Students may choose to opt out of contributing towards the Arts Student Employment 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 the Arts Career Advancing Program or the Arts Faculty Employment Fund.**

## **SECTION I: THE ARTS STUDENT EMPLOYMENT FUND**

### **ARTICLE 1: DEFINITIONS**

1. **“AUS” refers to the Arts Undergraduate Society of McGill University, an accredited student association representing all undergraduate students enrolled in a Bachelor of Arts or a Bachelor of Arts & Science program at McGill University.**
2. **“Arts Student Employment Fund” (“ASEF”) refers to the Fund described in these by-laws, funded through an opt-outable fee levied on members of the AUS.**
3. **“ASEFC” refers to the Arts Student Employment Fund Committee, described in Article 3 of these by-laws.**
4. **“Arts Faculty Employment Fund” refers to the fund composed of 50% of funding from the ASEF and 50% of funding from the Dean of Arts Development Fund.**
5. **“Newly Appointed Professors” refers to professors in their first academic appointment at McGill, within the first five years of that appointment, who have an open fund which may be used for the purposes of paying salary.**
6. **“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.**
7. **“AUS Career Advancing Program” (“ACAP”) refers to the monies to be administered through the need-based McGill Work Study and Enriched Educational Opportunities Programs of the Scholarships and Student Aid Office.**
8. **“AMURE” shall refer to the Association of McGill University Research Employees.**
9. **“Employers” shall refer to professors, including Newly Appointed Professors, directors, and McGill administrators who are proposing employment opportunities.**
10. **“Oversight Committee” refers to the ACAP Oversight Committee defined in Article 8 of these By-laws.**

11. **“Enriched Educational Opportunities” (“EEOs”)** refers to high quality off-campus work experience opportunities that are not undertaken in a classroom environment. They must foster self-development and help students transition successfully transition to the workplace or graduate studies, and be endorsed by the Faculty for recognition on McGill transcript or co-curricular record.

## **ARTICLE 2: GENERAL DESCRIPTION**

1. The sole purpose of the ASEF is to provide funding for the creation of career-advancing and/or academically-based employment opportunities for those members of the AUS who contribute to the ASEF.
2. The ASEF is allocated as follows: Thirty four and a half percent (34.5%) is allocated to the Arts Faculty Employment Fund, which is matched by the Dean of Arts Development Fund. Sixty five and a half percent (65.5%) is allocated to the AUS Career Advancing Access Program in support of the AUS Work Study Fund and the AUS EEO Bursary Fund and is matched by McGill University administered by the Scholarships & Student Aid Office.
3. AUS members who opt out of the ASEF during an academic semester shall be ineligible for positions funded through the ASEF that semester.
  - a. Summer employment funded through the ASEF shall be permissible if the student has contributed to the ASEF during the preceding Winter semester.

## **ARTICLE 3: THE ARTS STUDENT EMPLOYMENT FUND COMMITTEE**

1. The Arts Student Employment Fund Committee (ASEFC) shall meet at least one (1) time in each of the Fall and Winter semesters to allocate funding.
2. Membership of the ASEFC shall consist of:
  - a. The Vice-President Academic of the AUS, who shall chair the ASEFC;
  - b. The Vice-President Finance of the AUS;
  - c. One (1) member of the AUS Legislative Council, who may not be on the AUS Executive Committee, who must be an AUS member;
  - d. One (1) student member-at-large, who must be an AUS member;
  - e. The Dean of the Faculty of Arts, or their delegate, who is the “Fund Manager” of the Arts Faculty Employment Fund.
3. As chairperson, the Vice-President Academic of the AUS shall:
  - a. Set the agenda and chair meetings of the ASEFC;



- 3. Once they have received a funding allocation, Employers have until the 31st of December in the full academic year following the allocation to spend the monies. Unspent monies shall be returned to the Arts Faculty Employment Fund for reallocation by the ASEFC.**
- 4. Students hired shall be considered “Casual Research Assistants” and as such shall be covered under the AMURE collective agreement.**
- 5. Students with ASEF-funded positions, must submit a brief report to the Vice-President Academic within one month of the completion of their project.**
  - a. Reports should outline the following:**
    - i. Brief overview of the project;**
    - ii. Students’ role in the project;**
    - iii. Impact of the project, particularly on Arts undergraduate students, and future plans for the project.**
  - b. Reports should include the money paid to the student, including how it was paid (lump-sum payment or per-hour payment), and the total hours worked on the project.**
- 6. Employers are required to follow the following guidelines when formulating their employment proposals to be funded through the Arts Faculty Employment Fund:**
  - a. 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;**
  - b. 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;**
  - c. Students employed must be AUS members;**
  - d. Students must have contributed to the for the semester(s) during which they are employed (or if the employment takes place during the summer, during the preceding Winter semester), as verified by the AUS Vice-President Academic;**
  - e. Employers must not take the financial situation of the student into account when accepting or rejecting applicants for the position.**
  - f. Employment opportunities must be published in a manner that is visible to all Arts undergraduate students, which may include but are not limited to:**
    - i. The CaPS MyFuture Portal**

ii. The Arts Research Database

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

1. The ASEFC shall be empowered to allocate 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 well-being of AUS members on campus.
2. The following guidelines shall be followed for allocation of funding:
  - a. The Faculty of Arts Finance Office shall inform members of the ASEFC of the total of the funds available for allocation.
  - b. The student members of the ASEFC shall be responsible for advertising the existence of the funds and shall solicit funding applications.
3. Funds of the Arts Faculty Employment Fund may be used to fund employment opportunities within the AUS.
4. Quorum for the ASEFC to approve an allocation of funds shall be at least the Dean of Arts or their delegate and at least three of the four student members.
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.
6. Allocations decided by the ASEFC must be approved by a majority vote of the AUS Legislative Council.
7. Funds allocated in the ASEFC's first meeting of the academic year must be allocated to Newly Appointed Professors.

**SECTION III: THE AUS CAREER ADVANCING PROGRAM OF THE FACULTY OF ARTS**

**ARTICLE 6: ADMINISTRATION OF THE WORK STUDY PROGRAM**

1. The purpose of the AUS Work Study Fund is to create work opportunities which provide part-time earnings while building career-advancing and/or academically-based skills for AUS members who demonstrate financial need in accordance with McGill Work Study eligibility criteria.

2. The AUS Work Study Fund 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.
3. The Administrator of the Work Study Program at the McGill Scholarships and Student Aid Office shall be responsible for administering the AUS Work Study Fund.
4. The Administrator of the Work Study Program is entrusted with the responsibility for ensuring AUS Work Study subsidies are given to employers for jobs within scope of the Work Study Program. All such campus employment opportunities are considered valuable from the standpoint of part-time earnings but also for building hard and soft career-enhancing/academic skills for AUS members.
5. 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 Vice-President Academic and the ACAP Oversight Committee that includes: the number of students hired through the AUS Work Study Program; the types of employment opportunities made available, including departments and job titles; and a financial report.

#### **ARTICLE 7: ADMINISTRATION OF THE ENRICHED EDUCATIONAL OPPORTUNITIES (“EEO”) PROGRAM**

1. The purpose of the AUS Enriched Educational Opportunities (hereafter “EEO”) Fund is to create career-advancing and/or academically-based employment opportunities for AUS members who demonstrate financial need in accordance with the Scholarships & Student Aid Office eligibility criteria.
2. The AUS EEO Fund is designed to expand the number of viable opportunities students can pursue off-campus. Specifically, the EEO program strives to support students participating (or hoping to participate) in Enriched Educational Opportunities (hereafter “EEOs”) such as unpaid work/research internships, as well as field semesters/courses.
3. The AUS EEO Fund further seeks to replace and supplement the

amount of funding allocated to supporting students pursuing EEOs and expand the number of EEOs students can pursue.

4. The Administrator of the EEO Bursary Program of the Scholarships and Student Aid Office shall be responsible for administering the AUS EEO fund.
5. The Administrator of the EEO Bursary Program (and by extension AUS EEO Fund) shall submit a report every year, covering the fiscal year May 1 to April 30, to the AUS Vice-President Academic and the AICOP Oversight Committee that includes: the number of students supported through the AUS EEO Fund; the types of EEOs made available, including high level categories depicting the nature and general location(s) of the opportunity; and a financial report.

#### **ARTICLE 8: THE ARTS CAREER ADVANCING PROGRAM OVERSIGHT COMMITTEE**

1. The ACAP Oversight Committee will be the collaborative administration-student oversight body of the ACAP Funds.
2. The ACAP Oversight Committee shall meet at least one time in each the fall and winter semesters to oversee and advise on the administration of the AUS EEO and Work Study Funds. The fall meeting must take place on or before September 30 of each year.
3. The duties of the ACAP Oversight Committee shall include:
  - a. Receiving and reviewing the reports outlined in Sections 6.6 and 7.5 of these By-laws;
  - b. Ensuring that monies spent are consistent with the goals of the ACA Programs and consistent with Sections 2.1, 6.1, and 7.1 Of the By-laws;
  - c. Partitioning monies between the EEO and Work Study Funds;
  - d. Receiving, reviewing and approving short and long term vision plans for the ACA Programs.
4. Membership of the ACAP Oversight Committee shall consist of:
  - e. The Vice-President Academic of the AUS, who shall chair the ACAP Oversight Committee;
  - f. The Vice-President Finance of the AUS;
  - g. One (1) member of the AUS Legislative Council, who may not be on the AUS Executive Committee, who must be an AUS member;
  - h. One (1) member-at-large chosen by the AUS Vice-President



- Academic, and;
- i. The Director of the SSAO or their designate (in the event of being more than one, only a single vote shall be counted).
5. Quorum of the committee shall be two student members (including AUS Executives), and the Director of the SSAO (or their respective designate).
  6. As Chairperson, the AUS Vice-President Academic shall:
    - a. Set the agenda and chair meetings of the ACAP Oversight Committee;
    - b. Appoint all student (non-AUS Executive) representatives to the committee, subject to approval of the AUS Legislative Council;
    - c. Collect feedback and questions from students regarding the operation of the ACA Programs;
    - d. Report to the AUS Legislative Council on: the financial situation of the ACA Programs, the number of EEOs and Work Study Placements provided through ACA Programs and the ACA programs' long and short term visions.
  7. The Director of the SSAO (or their designate) shall:
    - a. Be responsible for developing and presenting long and short term vision plans to the ACAP Oversight Committee on a yearly basis.
  8. The ACAP Oversight Committee shall exist in perpetuity, unless otherwise determined through the AUS Legislative Council by 2/3 majority.

#### **ARTICLE 9: FUND PARTITION**

1. The sixty-five and a half (65.5%) percent of ASEF, supplemented by McGill University, allocated to the Arts Career Advancing ("ACA") Programs shall not be partitioned arbitrarily between either the AUS Work Study or AUS EEO Funds. Monies will be allocated between the ACA Programs for the upcoming year in consultation with the Scholarships & Student Aid Office by March 31 of each year for implementation during the following fiscal year. Likewise, the ACAP Oversight Committee may also define general and long-term principles to assist with partitioning monies between the ACA Programs.
2. All funds collected before the establishment of the AUS EEO Fund and the consolidation of the AUS Work Study Fund and AUS EEO Fund under the umbrella "ACA Programs", shall be considered equally eligible for allocation to both ACA Programs.

#### **SECTION IV: THE ASEF BY-LAWS**

## **ARTICLE 10: CYCLICAL REVIEW OF THE FUND**

- 1. The existence of the ASEF shall be put to referendum once every three (3) years, in accordance with the AUS Constitution.**
- 2. Every third year, the AUS Vice-President Academic shall present a referendum question to renew the ASEF fee to the AUS Legislative Council.**

## **ARTICLE 11: TERMINATION OF THE ASEF**

- 1. In the event that a referendum to the effect of terminating the ASEF is passed, all remaining monies shall be allocated in accordance with these by-laws.**

## **ARTICLE 12: COMING INTO FORCE**

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

## **ARTICLE 13: INTERPRETATION**

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

## **ARTICLE 14 : AMENDMENTS**

- 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.**
- 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.**
- 3. Amendments to these by-laws shall follow by-law amendment procedures as laid out in the AUS Constitution.**