

**The Arts Student Employment Fund By-Laws
As Amended by AUS Council on Sept. 21, 2004
(Last Reviewed by General Referendum in March 2003)**

1.0 Definitions

- 1.1 Arts Faculty Employment Fund (AFEF) refers to monies to be administered by Dawson Hall.
- 1.2 Arts Student Employment Fund (ASEF) refers to the total monies collected for the Arts Undergraduate Society's employment initiative;
- 1.3 Arts Student Employment Fund Committee (ASEFC) refers to the overseeing body of ASEF.
- 1.4 Arts Undergraduate Society (AUS) refers to all undergraduate Arts students.
- 1.5 Career and Placements Services (CAPS) refers to the university-wide career counseling service.
- 1.6 "Newly Appointed Professors" and "New Professors" refers to professors in their first academic appointment at McGill, within the first three years of that appointment.
- 1.7 Work-Study Program of the Faculty of Arts (WSPFA) refers to the monies to be administered through the McGill Work Study Program.

2.0 General Description and Scope

- 2.1 The ASEF is a fund composed of fees paid by Arts undergraduate students and matching contributions made by the Faculty of Arts and McGill University. The sole and unique purpose of this initiative is to provide funding for the creation of academically based employment opportunities in the Faculty of Arts for Arts undergraduate students.
- 2.2 The ASEF is divided between two initiatives. Twenty-five per cent (25%) of the ASEF is allocated to the ASEF which is a fund matched by the Faculty of Arts Operating Budget. Seventy-five per cent (75%) of the ASEF is allocated to the WSPFA and is matched by funds from the McGill University Operating Budget.
- 2.3 The ASEFC is a committee of the AUS that normally oversees the ASEF.
- 2.4 These by-laws govern both the ASEF and the ASEFC.

3.0 Function of the ASEF

- 3.1 The function of the ASEF is for the creation of academically based employment opportunities for undergraduate students in the Faculty of Arts.
- 3.2 The ASEF is designed to provide incentives for newly hired professors to propose academically based employment opportunities for undergraduate Arts students. These positions will be subsidised one hundred per cent (100%).

4.0 Administration of the ASEF

- 4.1 Subsidies will be granted to newly hired professors that propose employment for eligible undergraduate Arts students to assist them with Academic and research duties.
- 4.2 The ASEF will be administered through Special Funding by Dawson Hall.
- 4.3 Subsidies for employment positions created by new professors for the hiring of undergraduate Arts students will be contingent on their following of the Guidelines for Employment Proposals Made to the ASEF in Appendix A.

- 4.4 Special Funds will be entrusted with the responsibility for ensuring that the proposals made by newly hired professors are those which have as their focus academically based duties.
- 4.4.1 Special Funds will be guided in their appraisal of proposed projects by the Guidelines for Employment Proposals Made to the ASEF in Appendix A.

5.0 Function of the WSPFA

- 5.1 The function of the WSPFA is the creation of academically based employment opportunities for Arts undergraduate students in the Faculty of Arts.
- 5.2 The WSPFA is designed to provide incentives to professors, directors and McGill administrators to propose employment opportunities which will be subsidised one hundred per cent (100%) through the Work Study reimbursement program.

6.0 Administration of the WSPFA

- 6.1 The WSPFA will be administered through the McGill Work Study Program.
- 6.2 Employment proposals will be granted to all professors, directors and other McGill Administrators who demonstrate to the Work-Study Program that they have academically based employment opportunities.
- 6.2.1 The coordinator for the Work Study Program is entrusted with the responsibility for ensuring that the proposals made to the WSPFA are indeed those with academic merit. The coordinator will be guided in his/her approval and appraisal of proposals to the WSPFA by the Guidelines for Approval of Employment Proposals made to the WSPFA found in Appendix B.

7.0 Function of the ASEFC

- 7.1 The ASEFC will act as the overseeing committee for the ASEF. Its primary purpose is to ensure continued benefits to students and professors of the ASEF, while protecting the integrity of the program.

8.0 Membership of the ASEFC

- 8.1 The ASEFC shall be composed of:
- 8.1.1 The President of the AUS
 - 8.1.2 The Vice-President Academic of the AUS
 - 8.1.3 The Associate Dean Academic of the Faculty of Arts
 - 8.1.4 One Department Chair
 - 8.1.5 Two Student Members-at-Large
 - 8.1.6 One representative from CAPS
- 8.2 A non-voting recording secretary shall also be present.
- 8.3 All student representatives identified in subsection 7.1.5 will be undergraduate Arts students.

9.0 Duties of the ASEFC

- 9.1 The Vice-President Academic of the AUS shall:
- 9.1.1 Chair the ASEFC meetings;
 - 9.1.2 Set and distribute the agenda for ASEFC meetings and inform all members as to the dates and times of these meetings at least ten (10) working days in advance;
 - 9.1.3 Advise and instruct all student members to ensure that they are able to perform their duties, in order that the ASEFC meetings are as efficient and effective as possible;

- 9.1.4 Report all ASEFC activities to the AUS Council, including providing a list of approved employment proposals to the AUS Council;
- 9.1.5 Present to the first AUS Council Meeting of October and February a description of the employment opportunities proposed and granted at that time;
- 9.1.6 Develop strategies to address various issues that may arise through the functioning of the ASEF and explore new employment opportunities that would be of benefit to both professors and students;
- 9.1.7 Be responsible for informing all professors in the Faculty of Arts at the beginning of each academic year of the ASEF, with special emphasis on the fact that they will be reimbursed one hundred per cent (100%) when they hire an undergraduate Arts student to assist them with their work.
- 9.2 The President shall:
 - 9.2.1 Assist the Vice-President Academic in his/her duties;
 - 9.2.2 Act as the liaison between employers, hired students, Dawson Hall, and CAPS to ensure that all employment opportunities are in fact serving the needs of the hired student.
- 9.3 The Associate Dean Academic shall:
 - 9.3.1 Contact new professors at the beginning of the academic year to draw their attention to the existence of the program and encourage these professors to advance academically based employment opportunities;
 - 9.3.2 Contact a list of all approved proposals granted by Special Funding of the AFEF;
 - 9.3.3 Report to the ASEFC on the functioning of the AFEF and its development from the point of view of Faculty members.
- 9.4 The Student Members-at-Large shall:
 - 9.4.1 Work in conjunction with the representative from CAPS in advertising employment opportunities for students. This would include contacting Departmental Student Association Presidents and other members of the AUS about the availability of job postings, and advertising the AFEF and WSPFA;
 - 9.4.2 Assist the VP Academic in providing information to all professors, directors, and administrators regarding the availability and functioning of the ASEF;
 - 9.4.3 Assist the Vice-President Academic and the President of the AUS in their duties as outlined above.
- 9.5 The Department Chair shall:
 - 9.5.1 Report on the use of funding by departments;
 - 9.5.2 Report on the function of ASEF at the Faculty Chairs and Directors meetings.
- 9.6 The Representative from CAPS shall:
 - 9.6.1 Advertise and promote the WSPFA and the available employment opportunities;
 - 9.6.2 Compile a list of all approved proposals made to the WSPFA;
 - 9.6.3 Provide information on the application and job assignment process.

10.0 Nomination Procedures

- 10.1 The Associate Dean Academic shall select and appoint the Department Chair.
- 10.2 The Vice-President Academic shall select and appoint the Student Members-at-Large.
- 10.3 The Director of the Work Study Program shall appoint the Representative from CAPS.
- 10.4 All appointments made under subsection 9.2 must be ratified at the first regular meeting of the AUS Council held at the beginning of the academic year.

11.0 Replacement of Members

- 11.1 If for any reason, a Student Member-at-Large cannot continue his or her term, the VP Academic shall solicit applications and select and appoint a replacement.
- 11.2 If for any reason, the Department Chair cannot continue his or her term, the Associate Dean Academic shall solicit applications and select and appoint a replacement.

12.0 Fund Finances

- 12.1 The Fund shall be administered through two separate accounts. Twenty-five per cent (25%) of all monies and contributions made to the ASEF, which account for fifty per cent (50%) of all monies and contributions made to the AFEF, shall be deposited with Special Funds of the Faculty of Arts. Seventy-five per cent (75%) of all monies and contributions made to the ASEF, shall be deposited in the McGill Work Study Fund, to account for fifty per cent (50%) of the WSPFA.
 - 12.1.1 The Faculty of Arts shall provide the remaining fifty per cent (50%) of the AFEF.
 - 12.1.2 McGill University shall provide WSPFA with the remaining fifty per cent (50%).
- 12.2 Decisions regarding the allocation of monies and contributions made to the AFEF shall be made by Special Funds and are subject to the scrutiny of the ASEFC. Decisions regarding the allocation of monies and contributions made to the WSPFA shall be made by the coordinator of the McGill Work Study Program and are subject to the scrutiny of the ASEFC.
- 12.3 The collection of the Fund fees shall be as follows:
 - 12.3.1 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.
 - 12.3.2 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 12.3.1 to the Fund.
 - 12.3.3 Every student registered in a Bachelor of Arts and Science program will contribute one-half of the amount stipulated in 12.3.1 or 12.3.2.
 - 12.3.4 The fees outlined in 12.3.1, 12.3.2 and 12.3.3 shall be collected by McGill University as part of the normal fee payment process, and shall be deposited in the accounts as detailed in 12.1.
 - 12.3.5 Students may choose to opt out of contributing towards the Fund provided they declare so expressly to the VP Communications of the AUS by the end of the regular course drop/add period each semester.
 - 12.3.5.1 The VP Communications shall be responsible for reimbursing students that have chosen to opt out of contributing

toward the Fund without cost to those who have chosen to opt out and within fifteen (15) days of the end of the opt out period.

12.3.5.2 Students who choose to opt out will be ineligible for employment opportunities funded by either WSPFA or the AFEF.

12.4 Monies and contributions to the ASEF shall be dispersed among the two funds as follows:

12.4.1 All monies dispersed from the AFEF shall be directed only toward proposals made by newly appointed professors in the Faculty of Arts, to assist them in their teaching and research duties;

12.4.2 All monies dispersed from the WSPFA shall be directed only toward proposals made by professors, directors, and administrators in the Faculty of Arts who hire undergraduate Arts students to assist them with academically based duties.

12.5 No monies shall be allotted for the support and upkeep of business of the ASEFC. Expenses incurred by members of the ASEFC for the legitimate business of ASEF, such as its promotion, shall be paid with funds from the ASEF Operating budget of the AUS, provided that the Vice-President Academic has approved these expenditures. The FASEF Operating Budget falls under the Vice-President Academic's general operating budget as approved by AUS Council.

12.6 In any given year, projects granted, and allocation made to professors, either through the AFEF or the WSPFA shall not exceed the total amount of the fund. Expenditures from the ASEF shall not be used to finance over-expenditures from previous years.

12.7 Surpluses shall remain in their respective funds to be used in following budgets.

12.7.1 Neither the University, the Faculty of Arts, nor the Arts Undergraduate Society shall remove any of the surplus funds remaining in the ASEF in any given year.

12.7.2 Should the University or the or the Faculty of Arts elect to reduce their funding to either the WSPFA or the AFEF, then the AUS may reduce its funding to the program by an equal amount.

12.7.3 Monies withdrawn from either the AFEF or the WSPFA by the AUS as a result of a reduction in funding from either the Faculty of Arts or the University shall be placed in a separate temporary account and shall be administered by the Financial Management Committee.

12.8 Should the University or Faculty of Arts reduce or terminate their contributions to the several funds, then ASEF shall be subject to reconsideration by the AUS Council. The AUS Council may then recommend that the AUS terminate collection of the fees and return the program to referendum.

13.0 Cyclical Review of the Fund

13.1 The existence of the ASEF shall be put to referendum once every three (3) years, in accordance with 17.6 of the AUS Constitution.

13.2 Every third year, and immediately following the presentation of the annual report, the VP Academic shall present a referendum motion to the AUS Council in accordance with 13.1.

14.0 Termination of the ASEF

14.1 The ASEF shall exist in perpetuity.

- 14.2 If the cyclical referendum of 13.1 is defeated, or if any spontaneous general referendum to the effect of terminating the ASEF is passed, then the following shall apply:
 - 14.2.1 The ASEFC shall be rendered obsolete and be dismissed;
 - 14.2.2 Any proposals made to the WSPFA or the AFEF, accepted by the Work-Study Program or Special Funds shall be honoured;
 - 14.2.3 Any outstanding fees that were assessed prior to the dismissal of the ASEF shall be deposited into the AFEF and WSPFA funds in proportional accordance with the 11.1 and 11.2;
 - 14.2.4 The Administration of the Fund finances shall remain with Special Funds of the Faculty of Arts and the Work-Study Program;
 - 14.2.5 The responsibility for overseeing the functioning of the program and the fund will be transferred to the trusteeship of the AUS Executive Committee who may delegate this function to a Trustee Committee or the AUS Financial Management Committee;
 - 14.2.6 The Trustee Committee or the Financial Management Committee shall administer the ASEF in agreement with these by-laws;
 - 14.2.7 Any actions to be taken by the Trustee or the Financial management Committee involving or leading to expenditures from Fund monies shall be ratified by a two-thirds majority of the AUS Council.
- 14.3 In the case of a referendum being passed to reinstate the ASEF, then:
 - 14.3.1 The responsibilities of the Trustee Committee or the Financial Management Committee to oversee the ASEF shall be rendered obsolete and terminate;
 - 14.3.2 The ASEFC shall be reinstated;
 - 14.3.3 Any proposals that were proposed to either the AFEF or the WSPFA, or approved and ratified by the AUS Council while the ASEF was under the supervision of the Trusteeship Committee or the Financial Management Committee, shall be honoured.

15.0 Coming Into Force

- 15.1 These by-laws shall come into force one week following the ratification of the AUS Work Study Program by the members of the Society in a referendum.

16.0 Interpretation

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

17.0 Amendments

- 17.1 Amendments to these by-laws must be ratified by a two-thirds majority of the AUS Council.

Appendix A – Guidelines for the Special Funds for Approval of Proposals made to the Faculty Employment Fund

Newly Appointed professors are required to follow the guidelines provided below when formulating their proposals for subsidies from the Faculty of Arts:

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.
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 he/she seeks to fulfill his/her duties.
3. Students employed by newly appointed professors must be undergraduate Arts students.
4. Students must have contributed to the Arts Student Employment Fund for the semester(s) during which they are employed. This may be verified by contacting the AUS VP Academic.
5. Newly appointed professors must not take the financial situation of the student into account when accepting or rejecting applicants for the position.

Appendix B – Guidelines for the Work Study Program Coordinator for Approval of Proposals made to the Work Study Program of the Faculty of Arts

The Coordinator of the Work Study Program is required to take the following into account when accepting or rejecting proposals made by professors, directors, or other McGill administrators for subsidised employment positions:

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.
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 he/she seeks to fulfill his/her duties.
3. Students employed by newly appointed professors must be undergraduate Arts students.
4. Students must have contributed to the Arts Student Employment Fund for the semester(s) during which they are employed. This may be verified by contacting the AUS VP Academic.
5. Newly appointed professors must not take the financial situation of the student into account when accepting or rejecting applicants for the position.