

**Arts Undergraduate Society
Department Association By-Laws
Ratified by AUS Council on November 23, 2004.**

Part I - The Department

Article 1 - Definitions

- 1.1 Department Associations (hereinafter, "Departments") are integral parts of the governing structure of the Arts Undergraduate Society (hereinafter, "Society"), meant to express the interests of students to the Society and to the University.
- 1.2 The Constitutional and By-Law Review Committee (hereinafter, "CBRC") is a Committee of AUS Council (hereinafter, "Council"), charged with review of the governing documents of the Society.
- 1.3 These by-laws govern Council, the CBRC, and the Departments, and are intended to enhance the democracy, transparency, and accountability of both the Society and Departments.

Article 2 - Constitutional Review

- 2.1 Departments, as well as the Society, must be governed by a Constitution.
- 2.2 Hereinafter, amendments to Department constitutions must be ratified by Council.
- 2.3 All Departments that do not have Constitutions on record with the Society, must draft a Constitution and have it ratified by Council.
 - 2.3.1 A list of Departments that have Constitutions on record is found in Appendix A.
- 2.4 Amendments to Department Constitutions, once they have satisfied any Department-level requirements, will be approved by CBRC.
 - 2.4.1 A Department Constitution is considered approved by CBRC if it is passed by a simple majority.
 - 2.4.2 A Department Constitution is considered ratified if a report containing its approval by CBRC is ratified by Council.

Part II - Minimum Requirements of Department Constitutions

Article 3 -- Name

- 3.1 The name of the Department must include the name of the relevant department or interdisciplinary program.
- 3.2 The name of the Department must not duplicate with that of any pre-existing organization of the Society, or of any other on-campus organization.

Article 4 - Mandate

- 4.1 The Department must include, at a minimum, in its aims:
 - 4.1.1 to represent its membership to the Society;
 - 4.1.2 to represent its membership to McGill University.

Article 5 - Membership

- 5.1 The Department must count as its membership, at a minimum, all undergraduate students registered at McGill University in the Major, Minor, Honours, and Joint Honours program of the relevant department or interdisciplinary program, if offered by the University.
- 5.2 The Department may, if it so decides, count in its membership, students currently taking classes in the department, who are not registered in the Major, Minor, Honours, and Joint Honours program of the department or interdisciplinary program.

- 5.3 Honorary members may not be voting members of the Association.
- 5.4 Honorary members may not be elected to membership on the Executive.

Article 6 – Membership Fees

- 6.1 The Department shall neither impose nor collect any society fee from its members.

Article 7 – Finances of the Department

- 7.1 The financial year of the Department shall be the first (1) of June to the thirty-first (31) of May.
- 7.2 The total expenditures of the Department shall not exceed its total revenues.
- 7.3 The Department’s finances shall be governed by the AUS Financial By-Laws.
- 7.4 The Department shall maintain an internal account under the AUS.
 - 7.4.1 The Department shall not maintain an external bank account, unless given prior approval by the AUS Vice-President Finance.
- 7.5 Expenditures of the Department must receive prior approval in the form of a budget, from the Vice-President Finance of the AUS.
 - 7.5.1 The Vice-President Finance of the AUS shall approve all reasonable expenditures, provided that they do not violate AUS Financial By-Laws.

Article 8 – The Department’s role in Arts Undergraduate Society

- 8.1 The Department must be an integral part of the AUS.
- 8.2 The Department must recognise the supremacy of the AUS Constitution, By-Laws, and Council.
- 8.3 The Department shall have one (1) representative to the AUS Council.

Article 9 – The Executive

- 9.1 The CBRC shall impose no restriction on the shape of the Department’s Executive Committee, except to clarify duties or processes, or to prevent excessive fusion of powers.

Article 10 – Elections

- 10.1 All members of the Department must be eligible to vote in Department elections.
- 10.2 Elections must be conducted in accordance with the Department Constitution and with any applicable Department or AUS By-Laws.
- 10.2 All members of the Department, who will continue to be members during the fall and winter academic terms during their term in office, must be eligible to stand for election to the Executive of a Department.
- 10.3 All clauses regarding the Electoral process must be fair and consistent with the Society Electoral By-Laws and Constitution.

Article 11 – Amendments to the Constitution

- 11.1 Amendments to the Department Constitution must be ratified by Council.