

# **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.