

## Arts Computer Lab Fund Bylaws

### Revision History:

November 27, 2013 (ratification)

### BACKGROUND

These bylaws serve as the terms of reference for the Arts Computer Lab Fund Committee and govern the distribution of the Arts Computer Lab Fund.

Every student registered in an Undergraduate Arts program and registered for nine (9) credits or more shall contribute \$9.80 per semester to the Fund. Every student registered in an Undergraduate Arts program and registered for less than nine (9) credits shall contribute \$4.90 per semester to the Fund. Every student registered in a Bachelor of Arts and Science program will contribute one-half of the above amounts, depending on full-time or part-time status. The fee funds a wide network of computing facilities that supports the use of instructional computers in the Faculty of Arts. The fee allows for the purchase and replacement of new computing facilities and equipment on an ongoing basis.

Students may choose to opt out of contributing towards the Fund provided they do so through the online opt-out process at the beginning of each semester. Students who choose to opt out will have their card access to the Ferrier Building and the 3<sup>rd</sup> floor Ferrier Computer Lab after normal building hours removed.

This fee was originally part of the Arts Improvement Fund. The Arts Improvement Fund was split into two funds as of the Winter 2010 term following a referendum held by the Arts Undergraduate Society (AUS) in the Fall 2009. Its renewal period coincides with that of the Arts Improvement Fund.

**ARTICLE 1: DEFINITIONS AND GENERAL DESCRIPTION**

- 1.1 “AUS” shall refer 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.
- 1.2 “Arts Computer Lab Fund” is a fund composed of fees paid by contributing members of the AUS, which purpose is to fund the purchase and replacement of new computing facilities and equipment on an ongoing basis.
- 1.3 “The Arts Computer Lab Fund Committee” (“ACLFC”) is a committee of the Arts Undergraduate Society of McGill University (“AUS”) in conjunction with the Faculty of Arts that administers the Arts Computer Lab Fund.
- 1.4 “Faculty of Arts Computer Lab Supervisor” is the manager of the Faculty of Arts Computer Labs.
- 1.5 These by-laws govern both the Arts Computer Lab Fund and the Arts Computer Lab Fund Committee.

**ARTICLE 2: THE ARTS COMPUTER LAB FUND**

- 2.1 The purpose of the Arts Computer Lab Fund is to fund the purchase and replacement of new computing facilities and equipment on an ongoing basis.
- 2.2 The Arts Computer Lab Fund may be used to:
- 2.2.1 Purchase computing facilities and equipment for the Faculty of Arts Computer Labs;
  - 2.2.2 Purchase furniture for the Faculty of Arts Computer Labs;
  - 2.2.3 Finance a laptop rental program;
  - 2.2.4 Purchase software and applications;
  - 2.2.5 Support the employment of students in the Faculty of Arts Computer Labs;
  - 2.2.6 Cover the personnel costs of the Faculty of Arts Computer Labs, to a maximum of \$35,000 per year;
  - 2.2.7 Finance other projects that improve the Faculty of Arts Computer Labs, in accordance with these by-laws, at the discretion of the ACLFC.

**ARTICLE 3: THE ARTS COMPUTER LAB FUND COMMITTEE (ACLFC)**

- 3.1 Membership of the Arts Computer Lab Fund Committee (ACLFC) shall consist of the following voting members:
- 3.1.1 The President of the AUS, who shall be the chairperson of the ACLFC;
  - 3.1.2 The Vice-President Finance of the AUS;
  - 3.1.3 Two student members-at-large;

- 3.1.4 The Dean of the Faculty of Arts, or their delegate;
  - 3.1.5 The Associate Dean (Academic Administration and Oversight) of the Faculty of Arts, who is the “Fund Manager” of the Arts Computer Lab Fund, or their delegate.
- 3.2 The Faculty of Arts Computer Lab Supervisor shall serve as a non-voting, advisory member of the ACLFC.
- 3.3 All student representatives identified in article 3.1 shall be members of the AUS.
- 3.4 As chairperson, the President of the AUS shall:
- 3.4.1 Set the agenda and chair meetings of the ACLFC;
  - 3.4.2 Appoint all student representatives on the ACLFC, subject to the approval of AUS Legislative Council;
  - 3.4.3 Be responsible for reporting the activities of the ACLFC to AUS Legislative Council.
- 3.5 Duties and responsibilities of the ACLFC shall include:
- 3.5.1 Ensuring the Arts Computer Lab Fund achieves its objectives as outlined in Article 2 of these by-laws;
  - 3.5.2 Consulting with students about how the Faculty of Arts Computer Lab facilities can be improved;
  - 3.5.3 Liaising with the Faculty of Arts Computer Lab Supervisor regarding improvements to Faculty of Arts Computer Lab facilities;
  - 3.5.4 Reporting to AUS Legislative Council at least once per semester on the activities of the ACLFC, including a detailed list of expenditures.
- 3.6 The ACLFC shall meet at least once per semester.
- 3.7 Quorum to approve an expenditure shall be:
- 3.7.1 At least one of the Dean of Arts, the Associate Dean (Academic Administration and Oversight) of Arts, or their delegate.
  - 3.7.2 At least three of the four student members.
- 3.8 Approval of expenditures from the ACLFC shall require approval of the Associate Dean (Academic Administration and Oversight) of the Faculty of Arts or their delegate and a majority of the remaining members of the committee, provided that quorum is met, as defined in Article 3.7 of these by-laws.
- 3.9 Expenditures approved by the ACLFC must be approved by a majority vote of AUS Legislative Council.

#### **ARTICLE 4: CYCLICAL REVIEW OF THE FUND**

- 4.1 The existence of the Arts Computer Lab Fund shall be put to referendum once every three (3) years, in accordance with the AUS Constitution.
- 4.2 Every third year, the President shall present a referendum question to renew the Arts Computer Lab Fund to AUS Legislative Council.

#### **ARTICLE 5: TERMINATION OF THE FUND**

- 5.1 The Arts Computer Lab Fund shall exist in perpetuity.
- 5.2 If the cyclical referendum of 4.1 is defeated, or if any spontaneous general referendum to the effect of terminating the Arts Computer Lab Fund is passed, then all remaining monies in the fund shall be allocated by the ACLFC in a manner consistent with these by-laws.
- 5.3 In the case of a referendum being passed to reinstate the Fund, then the ACLFC shall be reinstated.

#### **ARTICLE 6: COMING INTO FORCE**

- 6.1 These by-laws shall come into force upon ratification by AUS Legislative Council and shall supersede all previous versions of the Arts Computer Lab Fund by-laws.

#### **ARTICLE 7: INTERPRETATION**

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

#### **ARTICLE 8: AMENDMENTS**

- 8.1 Amendments to these by-laws should first be discussed with the members of the ACLFC, notably the Associate Dean (Academic Administration and Oversight).
- 8.2 Amendments to these by-laws shall follow by-law amendment procedures as laid out in Article 23 of the AUS Constitution.