

The Arts Student Employment Fund By-Laws

Revision History:

March 2003
October 20, 2010
November 27, 2013
January 29, 2014

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 and registered for nine (9) credits or more shall contribute six dollars and fifty cents (\$6.50) per semester to the Fund. Every student registered in an Undergraduate Arts program and registered for less than nine (9) credits shall contribute three dollars and twenty-five cents (\$3.25) to the Fund. Every student registered in a Bachelor of Arts and Science program will contribute one-half of the above amounts, depending on if they are full-time or part-time. This fee contributes to the creation of academically based employment opportunities for AUS members on campus.

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 be ineligible for employment opportunities funded by either the AUS Work Study Program or the Arts Faculty Employment Fund.

Fifty per cent (50%) of the student contribution is allocated to the Arts Faculty Employment Fund (AFEF), which is a fund matched by the Dean of Arts Development Fund.

Fifty per cent (50%) of the student contribution is allocated to the AUS Work Study Program (AUS WSP) and is matched by funds from McGill University.

SECTION I: THE ARTS STUDENT EMPLOYMENT FUND

ARTICLE 1: DEFINITIONS

- 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 Student Employment Fund” is an opt-outable fee levied on members of the Arts Undergraduate Society to provide funding for the creation of career-advancing and/or academically-based employment opportunities.
- 1.3. “Arts Faculty Employment Fund” is composed of 50% of funding from the Arts Student Employment Fund and 50% of funding from the Dean of Arts Development Fund.
- 1.4. “Newly-Appointed Professors” refers to professors in their first academic appointment at McGill, within the first three years of that appointment.
- 1.5. “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.
- 1.6. “AUS Work Study Program” (AUS WSP) refers to the monies to be administered through the McGill Work Study Program of the Scholarships and Student Aid (SSAO) office.
- 1.7. “AMURE” shall refer to the Association of McGill University Research Employees.
- 1.8. “Employers” shall refer to professors, directors, and McGill administrators who are proposing employment opportunities.

ARTICLE 2: GENERAL DESCRIPTION

- 2.1 The sole and unique purpose of this initiative is to provide funding for the creation of career-advancing and/or academically-based employment opportunities for those members of the Arts Undergraduate Society who contribute to the Arts Student Employment Fund.
- 2.2 The Arts Student Employment Fund contribution is divided between two initiatives: fifty percent (50%) is allocated to the Arts Faculty Employment Fund, which is matched by the Dean of Arts Development Fund. Fifty percent (50%) is allocated to the AUS Work Study Program (AUS WSP) and is matched by McGill University.
- 2.3 AUS members who opt out of the ASEF during an academic semester shall be ineligible for positions funded by the ASEF that semester.

- 2.3.1 Summer employment funded through ASEF shall be permissible if the student has contributed to the ASEF during the Winter semester.

ARTICLE 3: THE ARTS STUDENT EMPLOYMENT FUND COMMITTEE (ASEFC)

3.1 Membership of the ASEFC shall consist of:

- 3.1.1 The Vice-President Academic of the AUS, who shall chair the ASEFC;
- 3.1.2 The Vice-President Finance of the AUS;
- 3.1.3 One (1) member of AUS Legislative Council, who may not be on the AUS Executive Committee, who must be an AUS member;
- 3.1.4 One (1) student member-at-large, who must be an AUS member;
- 3.1.5 The Dean of the Faculty of Arts, or their delegate, who is the “Fund Manager” of the Arts Faculty Employment Fund.

3.2 As chairperson, The Vice-President Academic of the AUS shall:

- 3.2.1 Set the agenda and chair meetings of the ASEFC;
- 3.2.2 Appoint all student representatives on the ASEFC, subject to the approval by a majority vote of AUS Legislative Council.

3.3 Duties and responsibilities of the student members of the ASEFC shall include:

- 3.3.1 Ensuring that the ASEF achieves its objective as outlined in Article 2 of these bylaws;
- 3.3.2 Liaising with the office of the Associate Dean (Research and Graduate Studies) of the Faculty of Arts regarding funding for Casual Research Assistants for newly-appointed professors;
- 3.3.3 Encouraging newly-appointed professors to use their funding allocation and liaising and assisting with the advertisement of available positions;
- 3.3.4 Allocating undesignated funds of the Arts Faculty Employment Fund in a manner consistent with Article 2.1 of these bylaws, as per the procedures outlined in Article 5 of these bylaws, in conjunction with the Dean of the Faculty of Arts, or their delegate;
- 3.3.5 Reporting to AUS Legislative Council at least once per semester on the activities of the ASEFC, including the total number of employment opportunities made available;
- 3.3.6 Exploring new employment opportunities for AUS members that are in accordance with the purpose of the ASEF;
- 3.3.7 Serving as an oversight body for the AUS Work Study Program.

SECTION II: ARTS FACULTY EMPLOYMENT FUND FOR NEWLY-APPOINTED PROFESSORS

ARTICLE 4: ADMINISTRATION OF THE ARTS FACULTY EMPLOYMENT FUND FOR NEWLY-APPOINTED PROFESSORS

- 4.1 The Office of the Associate Dean (Research and Graduate Studies) of the Faculty of Arts shall:
- 4.1.1 Contact newly-appointed professors at the beginning of the academic year to inform them of the existence of the Arts Faculty Employment Fund and the restrictions on the usages of these grants as outlined in Article 4.5 of these by-laws;
 - 4.1.2 Create an annual report of all hirings made possible by the Arts Faculty Employment Fund, to be sent to the members of the ASEFC.
- 4.2 The Vice-President Academic of the Arts Undergraduate Society shall:
- 4.2.1 Be responsible for posting and publicizing all job opportunities with newly-appointed professors that are made possible by the Arts Faculty Employment Fund;
 - 4.2.2 Liaise with newly-appointed professors to ensure that students hired have contributed to the Arts Student Employment Fund.
- 4.3 Newly-appointed professors shall have a period of no longer than three (3) academic years in which to use this grant. Monies unspent shall be considered “undesignated funds” of the Arts Faculty Employment Fund, eligible for allocation by the ASEFC, as per Article 5 of these bylaws.
- 4.4 Students hired shall be considered “Casual Research Assistants” and as such shall be covered under the AMURE collective agreement.
- 4.5 Newly-appointed professors are required to follow the following guidelines when formulating their employment proposals funded by the Arts Faculty Employment Fund:
- 4.5.1 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.
 - 4.5.2 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 they seek to fulfill their duties.
 - 4.5.3 Students employed by newly appointed professors must be AUS members.
 - 4.5.4 Students must have contributed to the Arts Student Employment Fund for the semester(s) during which they are employed. Should the employment take place during the summer, the student must have contributed during the preceding winter semester. This may be verified by contacting the AUS VP Academic.
 - 4.5.5 Newly appointed professors must not take the financial situation of the

student into account when accepting or rejecting applicants for the position.

SECTION III: UNDESIGNATED FUNDS OF THE ARTS FACULTY EMPLOYMENT FUND

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

- 5.1 The ASEFC shall be empowered to allocate undesignated 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 wellbeing of AUS members on campus.
- 5.2 The following guidelines shall be followed for allocation of funding:
- 5.2.1 The Faculty of Arts Finance Office shall inform members of the ASEFC of the total of the undesignated funds available for allocation.
 - 5.2.2 The student members of the ASEFC shall be responsible for advertising the existence of the undesignated funds and shall solicit funding applications.
- 5.3 Undesignated funds of the Arts Faculty Employment Fund may be used to fund employment opportunities within the Arts Undergraduate Society.
- 5.4 Quorum for the ASEFC to approve an allocation of undesignated funds shall be at least the Dean of Arts or their delegate and at least three of the four student members.
- 5.5 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.
- 5.6 Allocations decided by the ASEFC must be approved by a majority vote of AUS Legislative Council.

SECTION IV: THE WORK STUDY PROGRAM OF THE FACULTY OF ARTS

ARTICLE 6: ADMINISTRATION OF THE WORK STUDY PROGRAM

- 6.1 The purpose of the AUS Work Study Program is to create career-advancing and/or academically-based employment opportunities for AUS members who demonstrate financial need in accordance with McGill Work Study eligibility criteria.
- 6.2 The AUS Work Study Program 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.

- 6.3 The Administrator of the Work Study Program at the McGill Scholarships and Student Aid Office (SSAO) shall be responsible for administering the AUS Work Study Program.
- 6.4 The Scholarships and Student Aid Office (SSAO) shall vet employment opportunities submitted by employers. Employment opportunities shall be approved if they demonstrate to the Work Study Program that they are academically-based and/or career-advancing as per the guidelines listed in Article 6.5.
- 6.5 The Administrator of the Work Study Program is entrusted with the responsibility for ensuring that the proposals made to the AUS Work Study Program are indeed those that are academically-based and/or career-advancing. The following guidelines shall be used to appraise employment proposals to the AUS Work Study Program:
- 6.5.1 Employment opportunities made available to AUS members must have as their basis an academic orientation and/or must be of assistance to the students in acquiring valuable career-related skills.
 - 6.5.2 The work assigned to the employed student must be appropriate work for an AUS member, and the employer must be available to provide the necessary support to the employed student as they seek to fulfill their duties.
- 6.6 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 VP Academic that includes: the number of students hired through the AUS Work Study Program; the types of employment opportunities made available, including departments and duties; and a financial report.

SECTION V: THE ASEF BYLAWS

ARTICLE 7: CYCLICAL REVIEW OF THE FUND

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

ARTICLE 8: TERMINATION OF THE ASEF

- 8.1 The ASEF shall exist in perpetuity.
- 8.2 If the cyclical referendum of 7.1 is defeated, or if any spontaneous general referendum to the effect of terminating the ASEF is passed, then all remaining monies shall be allocated in accordance with the Constitution and these by-laws.
- 8.3 In the case of a referendum being passed to reinstate the ASEF, then the ASEFC shall be

reinstated as well.

ARTICLE 9: COMING INTO FORCE

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

ARTICLE 10: INTERPRETATION

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

ARTICLE 11 : AMENDMENTS

11.1 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.

11.2 Amendments to these by-laws pertaining to the AUS Work Study Program should first be discussed with the Administrator of the Work Study Program.

11.3 Amendments to these by-laws shall follow by-law amendment procedures as laid out in Article 23 the AUS Constitution.

