

## **Arts Undergraduate Improvement Fund Bylaws**

### **Revision History:**

**January 2013**  
**November 2013 (via referendum)**  
**November 27, 2013**  
**January 29, 2014**  
**March 26, 2014**

### **BACKGROUND**

The Arts Undergraduate Improvement Fund Bylaws govern the distribution of the Arts Undergraduate Improvement Fund, an optoutable fee that supports capital improvements and the Fine Arts Council, the Arts Internship Office, and the McLennan Library. These By-laws also define the membership and mandate of the AUS-Library Partnership Committee (LPC).

**ARTICLE 1: DEFINITIONS**

1.1 The Arts Undergraduate Improvement Fund (“The Fund”) is a fund composed of fees paid by Arts Undergraduate Students and of other contributors, whose sole and unique purpose is to add value to the resources normally provided by the university and used by Arts Students.

1.2 The Fund Committee (“AUIFC”) is a committee of the Arts Undergraduate Society of McGill University (“AUS”) that normally administers the Fund.

1.3 These by-laws govern both the Arts Undergraduate Improvement Fund and the Arts Undergraduate Improvement Fund Committee.

**ARTICLE 2: FUNCTION OF THE ARTS UNDERGRADUATE IMPROVEMENT FUND COMMITTEE**

2.1 The AUIFC shall coordinate the expenditure of the Fund monies in such a manner that it most benefits the AUS members in their university environment.

2.2 The AUIFC shall determine a list of project expenditure proposals in the way outlined in this document and shall present that list to AUS Council for ratification.

2.3 The AUIFC shall meet no later than the first (1st) week of **March**

**ARTICLE 3: MEMBERS OF THE COMMITTEE**

3.1 The AUIFC shall be composed of twenty-two (22) members as follows:

3.1.1 The Vice-President Finance of the AUS (“VP Finance”), who shall be the chairperson of the AUIFC (“Chair”);

3.1.2 The Dean of the Faculty of Arts (“Dean”);

3.1.3 The Chairpersons of five (5) Arts departments to be selected by the Dean (“Department Chairs”);

3.1.4 The Vice-President Communications of the AUS (“VP Communications”);

3.1.5 Eleven (11) student representatives nominated by Department Student Associations recognized by the AUS, in accordance with the AUS bylaws;

3.1.6 The Humanities and Social Sciences Library (HSSL) Head Librarian and a student representative from the AUS –Library Partnership Committee (LPC).

3.2 All student representatives identified in 3.1 and its subsections shall be full-time undergraduate students.

3.3 The faculty (i.e. non-student) members may appoint another faculty member to represent them.

#### **ARTICLE 4: DUTIES OF THE COMMITTEE'S STUDENT MEMBERS**

4.1 The VP Finance shall:

4.1.1 Co-Chair the AUIFC meetings along with the AUS Speaker of Council

4.1.1.1 The AUS Speaker of Council shall be a non-voting member of the committee;

4.1.2 Set and distribute the agenda for AUIFC meetings, and inform all members as to the dates and times for these meetings at least five (5) school days in advance;

4.1.3 Coordinate all actions taken between meetings, and keep all members informed as to these actions;

4.1.4 Advise and instruct all members, to ensure that they are able to perform their duties, and enable the AUIFC to be as effective as possible;

4.1.5 Oversee the financial management of Fund accounts;

4.1.6 Verify and channel the requisitions made as a result of approved AUIFC proposals;

4.1.7 Verify that the previous year's purchases have been made;

4.1.8 Take action in the event that purchases made in previous years are not used for their intended purposes;

4.1.9 Report all AUIFC actions to the AUS Council, including budgeting, proposals, voting results, and expenditures;

4.1.10 Present to the first regular AUS Council meeting of each November a description of the previous year's expenditures in the Funds accounts and publish that description in *The McGill Tribune* and/or *The McGill Daily*.

4.1.11 Organize an Ad Hoc AUIF Steering Committee consisting of the Vice-President Finance and two (2) student members of the AUIFC to determine proposals' eligibility for AUIF funding in advance of the AUIFC meeting in accordance with the criteria listed in Article 8 of the AUIF Bylaws.

4.2 The VP Communications shall:

4.2.1 Take or delegate to the Recording Secretary the minutes of every AUIFC meeting and make them available within one week of the second meeting to AUS members;

4.2.1.1 The Recording Secretary shall be a non-voting member of the committee

4.2.2 Assist the VP Finance in overseeing Fund accounts;

4.2.3 Prepare and distribute documents necessary for AUIFC meetings and prepare and distribute reports to the AUS Council.

4.2.4 Coordinate an opt-in campaign at the beginning of each semester that advertises the projects funded through the AUIF.

4.3 The Department Student Representatives, in collaboration with the VP Finance, shall, on the behalf of all students of the Faculty of Arts:

4.3.1 Determine what project expenditure proposals would be appropriate and needed by the Arts Undergraduate Students;

4.3.2 Write up and present to the AUIFC members the proposals for the Faculty;

4.3.3 Verify and identify the purchases made through the Fund from the previous year to ensure that:

4.3.3.1 The project expenditure proposals have been acted upon as requested;

4.3.3.2 Purchases are directly benefiting Arts Undergraduate Students;

4.3.4 If irregularities are found, promptly report them to the VP Finance, in agreement with 4.1.7 and 4.1.8.

## **ARTICLE 5: NOMINATION PROCEDURES**

5.1 **Each** of the Department Student Associations shall submit one or more candidates to the VP Finance for committee membership consideration at least **seven (7)** days before the first AUIFC meeting.

5.2 In the case that some positions have no candidates submitted as outlined in 5.1, the VP Finance shall nominate suitable candidates;

5.3 All student representatives shall be appointed by the AUS Executive Committee from the candidates submitted in 5.1 and 5.2.

## **ARTICLE 6: REPLACEMENT OF MEMBERS**

6.1 If a member cannot complete his or her term, he or she shall be replaced in a manner as follows:

6.1.1 The Dean and Department Chairs shall appoint replacements to represent themselves;

6.1.2 The AUS Executive Committee shall appoint a replacement for the VP Communications or the VP Finance, in accordance with AUS by-laws;

6.1.3 The VP Finance shall appoint replacements for the student representatives in consultation with the presidents of the department student association.

6.2 Appointments made under 6.1.2 and 6.1.3 must be ratified by the AUS Council.

## **ARTICLE 7: VOTING PROCEDURE**

7.1 Each member of the AUIFC as defined in 3.1 shall have one vote on the AUIFC.

7.2 Quorum shall consist of eleven (11) members of the AUIFC, provided the Dean (or his or her representative), the VP Finance and the VP Communications are all in attendance.

7.3 A two-thirds majority is required for a project expenditure proposal to be accepted by the AUIFC, otherwise the proposal is rejected for the current year;

7.4 A Faculty-initiated proposal requires a four-fifths majority to be accepted by the AUIFC, otherwise the proposal is rejected for the current year.

7.5 Proposals rejected in 7.3 and 7.4 may be resubmitted, with or without modifications in subsequent years.

7.6 AUIFC decisions to accept or reject expenditure proposals require ratification by a simple majority of the AUS Council.

## **ARTICLE 8: FUND FINANCES**

8.1 The Fund shall consist of an account administered by the McGill Twenty-First Century Fund. All monies and contributions collected from students and other benefactors are to be deposited in this main account and administered by the Twenty-First Century Fund in accordance with these by-laws. Expenditures shall only be approved by the AUS Council, in consultation with the AUIFC.

8.2 The collection of Fund fees shall be conducted as follows:

8.2.1 Every student registered in an Undergraduate Arts program and registered for nine (9) credits or more shall contribute sixteen dollars and seventy cents (\$16.00) per semester to the Fund.

8.2.2 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 8.2.1 to the Fund.

8.2.3 Every student registered in a Bachelor of Arts and Science program will contribute one-half of the amount stipulated in 8.2.1 or 8.2.2.

8.2.4 The fees outlined in 8.2.1, 8.2.2, and 8.2.3 shall be collected by McGill University as part of the normal fee payment process, and shall be deposited in the account as detailed in 8.1.

8.2.5 Students may choose to opt out of contributing towards the Funds per the policy set by the University

8.3 For a given year, the gross amount available for allocation (“gross amount”) shall consist of the sum of the collected fees as outlined in 8.2.1 and 8.2.2, less the fees returned as outlined in 8.2.5, as well as the monies not spent in the previous year(s), if any.

8.4 The gross amount outlined in 8.3 shall be allotted in the following manner:

8.4.1 An appropriate amount shall be set aside for the purchase of identification plaques that shall read “*Gift of the Arts Undergraduate Society*”. These plaques shall be placed in a reasonably prominent way (i.e. in clear view of the user), without causing damage.

8.4.2 A sum of five percent (5%), to be capped at \$10,000 per year, of the gross amount shall be reserved for the Fine Arts Fund to be administered by the Fine Arts Council in accordance with the AUS Fine Arts Council bylaws.

8.4.2.1 This sum shall be released to the Fine Arts Council at the end of the opt-out period.

8.4.3 A sum of ten percent (10%) of the gross amount shall be reserved for the Arts Internship Office to be administered as per the AUS Arts Internship bylaws.

8.4.3.1 This sum shall be released to the Arts Internship Office at the end of the opt-out period.

8.4.4 The net amount remaining after subtracting amounts allocated in 8.4.1, 8.4.2 and 8.4.3 from the gross amount in 8.3 (“net amount”) shall be allotted in a manner that is appropriate for students in the Faculty of Arts.

8.4.4.1 As the AUIFC considers spending options for the net amount, it shall maintain a particular focus on the needs of student tools and resources in the Humanities and Social Sciences Library (HSSL).

8.4.5.2 Project expenditure proposals for the net amount remaining, as defined by 8.4.5 and 8.4.5.1 must be received by the AUIFC by the deadline established by the VP Finance.

8.5 No money shall be allotted for the support, upkeep, or business of the Fund. Expenses incurred by members of the AUIFC for the legitimate business of the Fund, such as its promotion, shall be paid for with funds from the AUIFC Operating Budget of the AUS as approved by the AUS Council, provided that these expenses have been authorized by the VP Finance.

8.6 Fund monies shall be used only to add value to the tools and resources in the Faculty of Arts and at McGill University which are used by Arts Undergraduate Students.

8.6.1 One-time installation or set up fees can be included as part of the project expenditure proposal.

8.6.2 Expenditures from the Fund shall not be used to finance deficits of any kind.

8.6.3 AUIF funds may not be used to fund renovations for or improvements to centrally-scheduled classrooms or conference rooms.

8.6.4 Proposals for the purchase of items such as books and DVDs should be referred first to the Library.

#### **ARTICLE 9: CYCLICAL REVIEW OF THE FUND**

9.1 The existence of the Fund fees shall be put to referendum every three years.

9.2 Every third year, and immediately following the presentation of the annual report outlined in 4.1.10, the VP Finance shall present a referendum motion to the AUS Council in accordance with 9.1.

#### **ARTICLE 10: TERMINATION OF THE FUND**

10.1 The Fund shall exist in perpetuity.

10.2 If the cyclical referendum of 9.1 is defeated, or if any spontaneous general referendum to the effect of terminating the Fund fees is passed, then the following shall apply:

10.2.1 The AUIFC shall be rendered obsolete and dismissed;

10.2.2 Any proposals that were proposed by the AUIFC and duly ratified by AUS Council prior to the dismissal of the Fund fees shall be honoured.

10.2.3 Any outstanding fees that were assessed prior to the dismissal of the Fund shall be deposited into the Fund account.

10.2.4 The administration of the Fund shall be transferred to the trust of the AUS Executive Committee, who may delegate this function to a Trustee Committee (“trustee”).

10.2.5 The trustee shall administer the Fund in agreement with Articles 2 and 8.

10.2.6 Any actions to be taken by the trustee involving or leading to the expenditure of Fund monies shall be ratified by a two-thirds majority of the AUS Council.

10.3 A general referendum must be passed to reinstate the Fund fees in the case that the Fund fees had previously been suspended as outlined in 10.2.

10.4 In the case of a passing referendum as outlined in 10.3, then:

10.4.1 The trusteeship defined in 10.2.4 shall be rendered obsolete and terminated;

10.4.2 The AUIFC shall be reinstated;

10.4.3 Any proposals that were proposed by the trustee and duly ratified by the AUS Council prior to the reinstatement of the Fund shall be honoured.

#### **ARTICLE 11: THE AUS-LIBRARY PARTNERSHIP COMMITTEE (LPC)**

11.1 The mission of the AUS-Library Partnership Committee (LPC) shall be to:

11.1.1 Construct a collaborative proposal for submission to the Arts Undergraduate Improvement Fund Committee to improve the Humanities and Social Sciences Library, as per Article 8.4.4.1 of the AUIF Bylaws;

11.1.2 Conduct regular consultation with students to determine possible improvements to the Library;

11.1.3 Serve as a regular forum of communication between the Library and the Arts Undergraduate Society on all matters regarding the libraries;

11.2 The membership of the AUS-Library Partnership Committee shall consist of:

11.2.1 The AUS Vice-President Academic (“Chair”)



11.2.2 The Head Librarian of the Humanities and Social Sciences Library (HSSL)  
("Librarian")

11.2.3 Two representatives from AUS Departmental Associations

11.2.4 Two student members-at-large

11.2.5 Additional members as needed at the discretion of the Chair and the Librarian.

#### **ARTICLE 12: SUPERCEDING CLAUSE**

12.1 This document completely supercedes any anterior version of the Fund by-laws or the Fund Committee by-laws.

#### **ARTICLE 13: COMING INTO FORCE**

13.1 These by-laws shall come into force on February 8, 1995, except for 8.2.1 and 8.2.2 which shall come into force following the passing at the next general referendum of a question to the effect of establishing the fees as stipulated in this document.

#### **ARTICLE 14: INTERPRETATION**

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

#### **ARTICLE 15: AMENDMENTS**

15.1 Amendments to these bylaws should first be discussed with members of the AUIFC, if and when possible.

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