

## **The Arts Student Employment Fund By-Laws**

### **Revision History:**

**March 2003**

**October 20, 2010**

**November 27, 2013**

**January 29, 2014**

**February 8, 2017**

### **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 (full-time) 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 (part-time) shall contribute three dollars and twenty-five cents (\$3.25). Every student registered in a Bachelor of Arts & Science program shall 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.

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

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

Students may choose to opt out of contributing towards the Arts Student Employment 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.

## **SECTION I: THE ARTS STUDENT EMPLOYMENT FUND**

### **ARTICLE 1: DEFINITIONS**

- 1. “AUS” refers 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.**
- 2. “Arts Student Employment Fund” (“ASEF”) refers to the Fund described in these by-laws, funded through an opt-outable fee levied on members of the AUS.**
- 3. “ASEFC” refers to the Arts Student Employment Fund Committee, described in Article 3 of these by-laws.**
- 4. “Arts Faculty Employment Fund” refers to the fund composed of 50% of funding from the ASEF and 50% of funding from the Dean of Arts Development Fund.**
- 5. “Newly Appointed Professors” refers to professors in their first academic appointment at McGill, within the first five years of that appointment, who have an open fund which may be used for the purposes of paying salary.**
- 6. “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.**
- 7. “AUS Work Study Program refers to the monies to be administered through the McGill Work Study Program of the Scholarships and Student Aid office.**
- 8. “AMURE” shall refer to the Association of McGill University Research Employees.**
- 9. “Employers” shall refer to professors, including Newly Appointed Professors, directors, and McGill administrators who are proposing employment opportunities.**

## **ARTICLE 2: GENERAL DESCRIPTION**

- 1. The sole purpose of the ASEF is to provide funding for the creation of career-advancing and/or academically-based employment opportunities for those members of the AUS who contribute to the ASEF.**
- 2. The ASEF is allocated as follows: 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 and is matched by McGill University.**
- 3. AUS members who opt out of the ASEF during an academic semester shall be ineligible for positions funded through the ASEF that semester.**
  - a. Summer employment funded through the ASEF shall be permissible if the student has contributed to the ASEF during the preceding Winter semester.**

## **ARTICLE 3: THE ARTS STUDENT EMPLOYMENT FUND COMMITTEE**

- 1. The Arts Student Employment Fund Committee (ASEFC) shall meet at least one (1) time in each of the Fall and Winter semesters to allocate funding.**
- 2. Membership of the ASEFC shall consist of:**
  - a. The Vice-President Academic of the AUS, who shall chair the ASEFC;**
  - b. The Vice-President Finance of the AUS;**
  - c. One (1) member of the AUS Legislative Council, who may not be on the AUS Executive Committee, who must be an AUS member;**
  - d. One (1) student member-at-large, who must be an AUS member;**
  - e. The Dean of the Faculty of Arts, or their delegate, who is the “Fund Manager” of the Arts Faculty Employment Fund.**
- 3. As chairperson, the Vice-President Academic of the AUS shall:**
  - a. Set the agenda and chair meetings of the ASEFC;**
  - b. Appoint all student representatives on the ASEFC, subject to approval by a majority vote of the AUS Legislative Council.**
- 4. Duties and responsibilities of the student members of the ASEFC shall include:**
  - a. Ensuring that the ASEF achieves its objective as outlined in Article 2 of these by-laws;**

- b. 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;
- c. Encouraging Newly Appointed Professors to use their funding allocation and liaising and assisting with the advertisement of available positions;
- d. Allocating Undesignated Funds of the Arts Faculty Employment Fund in a manner consistent with section 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;
- e. Reporting to the AUS Legislative Council at least once per semester on the activities of the ASEFC, including the total number of employment opportunities made available;
- f. Exploring new employment opportunities for AUS members that are in accordance with the purpose of the ASEF;
- g. Serving as an oversight body for the AUS Work Study Program.

## **SECTION II: THE ARTS FACULTY EMPLOYMENT FUND**

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

1. The Office of the Associate Dean (Research and Graduate Studies) of the Faculty of Arts shall:
  - a. Create an annual report of all hirings made possible by the Arts Faculty Employment Fund, to be sent to the members of the ASEFC.
  - b. Recover all unspent funds from grants allocated prior to the passage of these by-laws, upon the elapse of three (3) years from the date of allocation of the grant.
    - i. These unspent funds shall be transferred to the Arts Faculty Employment Fund for reallocation by the ASEFC.
2. The Vice-President Academic of the AUS shall:
  - a. Be responsible for posting and publicizing all job opportunities with Newly Appointed Professors that are made possible by the Arts Faculty Employment Fund;
  - b. Liaise with employers funded by the Arts Faculty Employment Fund to ensure that students hired have contributed to the ASEF.

- 3. Once they have received a funding allocation, Employers have until the 31st of December in the full academic year following the allocation to spend the monies. Unspent monies shall be returned to the Arts Faculty Employment Fund for reallocation by the ASEFC.**
- 4. Students hired shall be considered “Casual Research Assistants” and as such shall be covered under the AMURE collective agreement.**
- 5. Students with ASEF-funded positions, must submit a brief report to the Vice-President Academic within one month of the completion of their project.**
  - a. Reports should outline the following:**
    - i. Brief overview of the project;**
    - ii. Students’ role in the project;**
    - iii. Impact of the project, particularly on Arts undergraduate students, and future plans for the project.**
  - b. Reports should include the money paid to the student, including how it was paid (lump-sum payment or per-hour payment), and the total hours worked on the project.**
- 6. Employers are required to follow the following guidelines when formulating their employment proposals to be funded through the Arts Faculty Employment Fund:**
  - a. 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;**
  - b. 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;**
  - c. Students employed must be AUS members;**
  - d. Students must have contributed to the for the semester(s) during which they are employed (or if) the employment takes place during the summer, during the preceding Winter semester), as verified by the AUS Vice-President Academic;**
  - e. Employers must not take the financial situation of the student into account when accepting or rejecting applicants for the position.**
  - f. Employment opportunities must be published in a manner that is visible to all Arts undergraduate students, which may include but are not limited to:**
    - i. The CaPS MyFuture Portal**

ii. The Arts Research Database

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

1. The ASEFC shall be empowered to allocate 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 well-being of AUS members on campus.
2. The following guidelines shall be followed for allocation of funding:
  - a. The Faculty of Arts Finance Office shall inform members of the ASEFC of the total of the funds available for allocation.
  - b. The student members of the ASEFC shall be responsible for advertising the existence of the funds and shall solicit funding applications.
3. Funds of the Arts Faculty Employment Fund may be used to fund employment opportunities within the AUS.
4. Quorum for the ASEFC to approve an allocation of funds shall be at least the Dean of Arts or their delegate and at least three of the four student members.
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.
6. Allocations decided by the ASEFC must be approved by a majority vote of the AUS Legislative Council.
7. Funds allocated in the ASEFC's first meeting of the academic year must be allocated to Newly Appointed Professors.

**SECTION III: THE WORK STUDY PROGRAM OF THE FACULTY OF ARTS**

**ARTICLE 6: ADMINISTRATION OF THE WORK STUDY PROGRAM**

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.

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.
3. The Administrator of the Work Study Program at the McGill Scholarships and Student Aid Office shall be responsible for administering the AUS Work Study Program.
4. The Scholarships and Student Aid Office shall vet employment opportunities submitted by employers.
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 academically-based and/or career-advancing. The following guidelines shall be used to appraise employment proposals to the AUS Work Study Program:
  - a. 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.
  - b. 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. 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 Vice-President 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 IV: THE ASEF BY-LAWS**

##### **ARTICLE 7: CYCLICAL REVIEW OF THE FUND**

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

##### **ARTICLE 8: TERMINATION OF THE ASEF**

1. In the event that a referendum to the effect of terminating the ASEF is passed, all remaining monies shall be allocated in accordance with these by-laws.

#### **ARTICLE 9: COMING INTO FORCE**

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

#### **ARTICLE 10: INTERPRETATION**

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

#### **ARTICLE 11 : AMENDMENTS**

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