

Arts Undergraduate Society Publishing Commission By-Laws

Revision History:

April 6, 2016 (ratified)

ARTICLE I: Establishment and Definitions

- 1.1 The Arts Undergraduate Society Publications Commission, hereinafter is referred to as AUS Publications Commission or AUSPC.
- 1.2 AUS Publications Commission shall be an advisory committee under the AUS VP Academic
- 1.3 The “Library” hereinafter is defined as the McGill University Humanities and Social Sciences Library (HSSL)
- 1.4 “The AUS” shall refer to the Arts Undergraduate Society of McGill University

ARTICLE II: Mission

- 2.1 AUS Publications Commission exists to:
 - 2.1.1 Provide support to all AUS departmental associations in regards to producing their departmental journals, in any aspect to the ability of AUSPC requested by the association but not the extent so that AUSPC is producing the journal itself.
 - 2.1.2 Create an archiving system so that any publications to pass through AUSPC are properly archived.
 - 2.1.3 Encourage the various departmental associations under the AUS to produce a journal
 - 2.1.4 To implement publishing best practices with assistance from library staff

ARTICLE III: Membership

- 3.1 The Executive Team shall consist of three (3) members:
 - 3.1.1 Publications Commissioner (Chair)
 - 3.1.2 Communications Commissioner
 - 3.1.3 Archiving Commissioner
- 3.2 The AUS VP Academic shall be an ex-officio member of AUSPC
- 3.3 General membership is open to any AUS member subject to confirmation by a majority vote of the commissioners
- 3.4 Termination of membership shall be governed by Article 5.4 of these by-laws.
- 3.5 Resignation must be brought before a member of the Executive Team and reappointment is governed by Article 6.2 of these by-laws.

ARTICLE IV: Powers and Duties of the AUSPC Executive Team

- 4.1 Duties of the Publications Commissioner consist of:
 - 4.1.1 Directing the day-to-day management decisions and implementing AUSPC’s long and short term plans.
 - 4.1.2 Overseeing the execution of the AUSPC’s mission statement in Article 2.
 - 4.1.3 Provide support to departmental journal editors, by holding tutorials/workshops, through consultation or by other means.
 - 4.1.4 Reporting to the VP Academic on the activities of the AUSPC
 - 4.1.5 Implementing best publishing practices by collaborating with the library
 - 4.1.6 Acquiring contracts with printers
 - 4.1.7 Managing the AUSPC’s budget

4.2 Duties of the Communications Commissioner consists of

- 4.2.1 Establishing and maintaining good relations with all AUS departmental associations and their Journal teams
- 4.2.2 Communicating standard publishing practices to departmental journals editors
- 4.2.3 Reporting departmental needs to AUSP
- 4.2.4 Ensuring participation of departments in workshop and tutorial events
- 4.2.5 Liaising between printer and departments to communicate any issues that may arise

4.3 Duties of the Archiving Commissioner consist of

- 4.3.1 Maintaining communications with Library and Archives Canada on behalf of all publications that are a part of AUSP
- 4.3.2 Collection, digitization, and management of journals online and physically, whereas online is defined by AUS journal database and physical as a display in the AUS Lounge.
- 4.3.3 Enforce minimum standards (as indicated under the journal fund in Article 8 of the financial by-laws), by proofing journals.

ARTICLE V: Meetings

5.1 AUSPC meetings shall be held at minimum once every two weeks as called by Publications Commissioner.

5.2 Non-members may attend AUSPC meetings with prior permission of any executive Team member

5.3 The Executive Team may invite representatives from external groups to sit in on meetings and give presentations

5.4 All AUSPC meetings are mandatory for members of the Executive Team

5.4.1 If an executive member misses two meetings in a semester without a valid reason, they will be put under review for termination of their position by the AUS VP Academic.

5.4.2 Non-executive members may be removed by a unanimous vote of the commissioners.

ARTICLE VI: Appointment fo the AUS Publications Commission Executive Team

6.1 The AUSPC Executive Team shall be appointed for the following year by the outgoing AUS VP Academic, the AUS VP Academic-Elect, and the outgoing AUSPC Executive Team of whom are not applying for the position, before the end of Winter semester.

6.2 Any vacant seats of the AUSPC Executive Team shall be appointed by the current Executive Team and the AUS VP Academic.

ARTICLE VII: Amendments

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

ARTICLE VIII: Submission of Published Material

8.1 The AUSPC may require physical and/or digital copies of journals published with use of the Journal Fund, in accordance with Article 8 of the AUS Financial By-Laws.