

Accountability By-Laws

Revision History:

October 29, 2014 (ratified)
September 23rd, 2015 (revised)
October 25th, 2017 (revised)

BACKGROUND

The Accountability bylaws outline transparency and accountability measures for Arts Undergraduate Society positions, including channels for addressing concerns with AUS Executive performance and compensation reports. They shall be interpreted alongside the relevant sections of the AUS Financial Bylaws.

ARTICLE I: 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 “AUS Executive” shall refer to a Vice-President member of the AUS Executive Committee, as outlined in Article 11 of the AUS Constitution.
- 1.3 “AUS Executive Work Study Program” shall refer to the portion of the AUS Work Study Fund allocated towards AUS Executive Compensation by the Work Study administrators of the McGill Scholarships and Student Aid Office.
- 1.4 “Executive timesheets” shall refer to the hour logs submitted bi-weekly by AUS Executives enrolled in the AUS Executive Work Study Program.
- 1.5 “Legislative Council” shall refer to the governing body of the AUS, as outlined in Articles 6 and 7 of the AUS Constitution.
- 1.6 “Secretary General” shall refer to an independent officer of the AUS as defined in Article 3 of these bylaws.
- 1.7 “Speaker of Council” shall refer to the neutral, non-voting chair of AUS Legislative Council, as outlined in Article 7.4 of the AUS Constitution.
- 1.8 “Work Study Administrators” shall refer to the administrators within the McGill Scholarships and Student Aid Office responsible for overseeing the Work Study Program.

ARTICLE 2: AUS EXECUTIVE WORK STUDY PROGRAM

- 2.1 The total number of hours allocated for the AUS Executive Work Study Program each semester will be determined by the Work Study Administrators.
- 2.1.1 The AUS Secretary General shall liaise with the Work Study Administrators to provide clarification as needed.
- 2.2 Eligibility for the AUS Executive Work Study Program will be determined by the Work Study Administrators in accordance with the standard program criteria.

ARTICLE 3: FEEDBACK SURVEY

- 3.1 At least once per semester, an anonymous survey will be conducted among AUS departmental executives and voting members of the AUS Legislative Council, for the purpose of gathering feedback on AUS Executive conduct, accountability and approachability.
- 3.1.1 This survey will be initiated no less than four (4) weeks before the beginning of the official McGill Examination Period.

- 3.1.2 The Speaker of Council shall act as an independent and impartial party to review and report on the survey results to the Executive Committee and Legislative Council.
- 3.1.3 The Speaker of Council shall ensure that the anonymity of all survey respondents is maintained.
- 3.1.4 AUS Executives shall address substantive feedback from the survey at the Legislative Council session following the release of results.

ARTICLE 4: COMPLAINTS PROCESS

- 4.1 In the case of substantive concerns regarding an AUS Executive, these may be brought forward in confidence by AUS Members through the following process:
 - 4.1.1 Concerns shall be submitted in writing, in either English or French, to the Secretary General
 - 4.1.2 Following receipt of these concerns, the Secretary General shall notify the President and the implicated AUS Executive of their content within three (3) working days, while ensuring the anonymity of the source.
 - 4.1.2.1 Informal resolution shall be reached where possible.
 - 4.1.3 The implicated AUS Executive shall address the concerns at the next Legislative Council session occurring at least three (3) working days following their notification.

ARTICLE 5: SECRETARY GENERAL

- 5.1 A position for Secretary General shall exist under the AUS President portfolio.
 - 5.1.1 The Secretary General shall be responsible for overseeing AUS Human Resources and ensuring AUS Executive accountability in collaboration with the AUS Accountability Committee.
- 5.2 The Secretary General appointment shall be approved by a two-thirds vote of AUS Legislative Council.
 - 5.2.1 Removal of the Secretary General prior to the end of their term shall be subject to a two-thirds vote of AUS Legislative Council.

ARTICLE 6: AUS ACCOUNTABILITY COMMITTEE

- 6.1 An Accountability Committee shall exist under the AUS President portfolio
- 6.2 The Accountability Committee shall consist of:
 - 6.2.1 The Secretary General (Chair, non-voting);
 - 6.2.2 One (1) Arts Representative to Senate;
 - 6.2.3 One (1) Arts Representative to SSMU;
 - 6.2.4 Three (3) AUS Councillors representing committees or departmental associations;
- 6.3 The Accountability Committee shall be responsible for:
 - 6.3.1 Reviewing timesheets submitted by AUS Executives enrolled in the AUS Executive Work Study program;
 - 6.3.2 Reconciling timesheets with AUS payroll reports;
 - 6.3.3 Noting discrepancies or other concerns with the standard of AUS Executive reporting;

6.3.4 Maintaining AUS Executive confidentiality wherever possible.

6.3.5 Summoning AUS Executives to clarify any issues with timesheets

6.4 The committee will report to the Legislative Council at least once per term.

6.5 Decisions of the Accountability Committee may be overruled by a two-thirds majority vote of the Legislative Council.

6.5.1 In the case of concerns, the Legislative Council has the authority to request that the Accountability Committee revisit its report and provide clarifications as needed.

ARTICLE 7: COMING INTO FORCE

7.1 These by-laws shall come into force upon ratification by the Legislative Council and shall supersede all previous versions of the Accountability by-laws.

ARTICLE 8: INTERPRETATION

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

ARTICLE 9: AMENDMENTS

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