

Arts Internship Office Advisory Committee By-Laws

Revision History:

April 6th 2016 (Ratified by AUS Council)

BACKGROUND

In 2013-2014 the Arts Internship Office (AIO) lost its main source of operational funding due to austerity cuts by the Quebec government. The Dean of Arts has gathered a group of philanthropic donors who are raising a \$5 million endowment from 2015-2020. The annual interest from this endowment will provide a sustainable source of funding for the AIO's operations. However, until the endowment is finalized, a source of bridge funding is required.

In the Winter 2015 referendum AUS members approved a five year fee levy to sustain the operations of the AIO and establish a partnership effort between students and donors. The Arts Internship Office Fee is a \$14 per semester fee for students in the Faculty of Arts and \$7 for students in the Faculty of Arts & Science.

With the creation of the AIO fee, the AUS also negotiated for more student oversight of the AIO to create the Arts Internship Office Advisory Committee. This student-administration committee has the mandate to check in on the progress of the endowment, oversee the operations of the AIO, and work directly with the AIO to shape it as the committee wishes.

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 Internship Office Fee" is a non opt-outable fee levied on members of the Arts Undergraduate Society to provide funding for the Arts Internship Office
- 1.3. "The Arts Internship Office", or "AIO" is an office within the McGill University Faculty of Arts that provides and organizes internship funding, liaises with internal and external organizations to set up internships for McGill Arts students, and serves as the hub of internship information and support services at McGill.
- 1.4. "Arts Internship Office Advisory Committee", or "AIOAC" is a student-administration committee with the mandate to check in on the progress of the endowment, oversee the operations of the AIO, and work directly with the AIO to shape it as the committee wishes.

ARTICLE 2: GENERAL DESCRIPTION

- 2.1 The sole and unique purpose of this initiative is to provide funding for the Arts Internship Office while a \$5 million endowment raised through donors over the next five years that will provide annual returns to fund the office thereafter.

ARTICLE 3: MEMBERSHIP OF THE ARTS INTERNSHIP OFFICE ADVISORY COMMITTEE (AIOAC)

- 3.1 Membership of the AIOAC shall consist of:
 - 3.1.1. The VP Academic of the AUS, who shall serve as Chair
 - 3.1.2. The VP Finance of the AUS and/or the President of the AUS
 - 3.1.3. Two Student Members at large, selected by the AUS VP Academic
 - 3.1.4. The Dean of Arts, or a delegate
 - 3.1.5. Two employees of the Arts Internship Office
- 3.2 Student members of the AIOAC interested in applying for an AIO internship should use reasonable discretion to minimize potential conflicts of interest that may arise from their involvement with the AIOAC
 - 3.2.1. Concerns about conflicts of interest shall be forwarded to the AUS VP Academic or the Dean of Arts and brought to the attention of the AIOAC
- 3.3 As Chair, the VP Academic of the AUS shall:
 - 3.3.1 Set the agenda and chair meetings of the AIOAC,
 - 3.3.2 Appoint all student representatives on the AIOAC, subject to the approval by a majority vote of AUS Legislative Council,
 - 3.3.3 Collect feedback and questions from students regarding operations of the AIO

3.4 Quorum for AIOAC meetings shall be three student members (including AUS Executives) and one employee of the AIO

Article 4: Duties of the AIOAC

4.1 The AIOAC will be an advisory committee to the Arts Internship Office that offers collaborative administration-student oversight of the operations of the office,

4.2 Responses to feedback and questions raised by students and submitted by the VP Academic must be reported to the AIOAC in subsequent meetings by the members of the AIO

4.4 Once per semester, the Chair shall report on AIOAC meetings at AUS Legislative Council. The presentation shall be made available to all students, and may include information on:

- 4.4.1 The financial situation of the AIO, including all financial contributions from the AUS to the AIO,
- 4.4.2 Progress of the ongoing AIO endowment campaign,
- 4.4.3 The number of internships and awards offered in current and future years,
- 4.4.4 Who the AIO is engaging with to coordinate internships,
- 4.4.5 AIOs' short and long term vision and plans

4.5 The AIOAC shall meet at least twice per semester and the Dean shall attend at least one meeting per semester

ARTICLE 5: TERMINATION OF THE AIOAC

5.1 The AIOAC shall exist in perpetuity, unless otherwise determined by AUS Legislative Council.

ARTICLE 6: COMING INTO FORCE

6.1 These by-laws shall supersede all previous versions of the Arts Internship Office Advisory Committee by-laws.

ARTICLE 7: INTERPRETATION

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

ARTICLE 8 : AMENDMENTS

8.1 Amendments to these by-laws must be first discussed with the Dean of Arts and the AIO, through the AIOAC.

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

Appendix: AIO Financial Contributions

