

## **Motion to Adopt AUS Publications Commission Bylaws**

*Whereas*, an entity representing AUSPC's mission has been active this past year but has not yet been institutionalized;

*Whereas*, there is no central entity to help facilitate and help achieve common tasks that are common to all departmental Journals.

*Whereas*, the institutionalization of these rule will allow the continuity of AUSPC, thus provide for a richer history of AUS and the respective departmental journals;

*Whereas*, it will provide the opportunity for journals to more easily obtain resources, thus improve the standards of the journal which in turn helps the reputation of the department.

*Whereas*, these bylaws have been reviewed and approved by the AUS Constitutional and Bylaw Review Committee (CBRC);

**Be it Resolved That** AUS Council approve the appended set of Bylaws for the AUSPC

**Moved by:**

Gabriel Gilling, AUS VP Academic

Erik Partridge, FEARC VP External

## **AUS Publications Commission By-Laws**

### **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 to 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 bylaws
- 3.5 Resignation must be brought before a member of the Executive Team and reappointment is governed by article 6.2 of these bylaws

### **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 II.
  - 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, after it has been approved by the VP Academic

4.2 Duties of the Communications Commissioner consist 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 AUSPC
- 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
- 4.2.6 Advertising and promoting activities of ASUPC

4.3 Duties of the Archiving Commissioner consist of:

- 4.3.1 Maintaining communication with Library and Archives Canada on behalf of all publications that are a part of AUSPC
- 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 7 of the financial by-laws), by proofing journals.

#### **Article V: Meetings**

5.1 AUSPC meetings shall be held at minimum once every two (2) 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 of 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 the 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: Journaling Standards and Best Practices**

7.1 Journals or any publications requesting use of the AUS Journal fund must meet the following minimum standards:

- 7.1.1.1 When publishing they must have an ISSN registered related to their publication

7.1.1.2 The ISSN, Volume Number, Issue Number (if applicable), Title, and Year of publishing shall be printed on the respective publication.

7.1.1.3 For all departmental journals, physical copies, and 1 digital PDF of the journal shall be submitted to AUS Publications for archiving purposes,

7.1.1.3(a) For publications with less than 100 total copies, 3 physical copies shall be submitted.

7.1.1.3(b) For publications that print greater than 100 copies, 4 physical copies shall be submitted.

#### **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.

#### **Article IX: Amendments**

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