



# Accountability By-Laws

## Revision History:

October 29, 2014 (ratified)

September 23<sup>rd</sup>, 2015 (revised)

October 25<sup>th</sup>, 2017 (revised)

January 26, 2022



## 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 By-Laws. The Accountability By-Laws were amended in January 2022 to move the complaints process and definitions of the Secretary General team into the HR Policy.

## 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 “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 Accountability and HR” shall refer to an independent officer of the AUS as defined in the Human Resources Policy.
- 1.7 “Secretary General Accountability and HR” shall refer to an independent officer of the AUS as defined in the Human Resources Policy.
- 1.8 “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.
- 1.9 “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.
- 2.2 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 Secretary General Accountability & HR 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 Secretary General Accountability & HR 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 – AUS ACCOUNTABILITY COMMITTEE**

- 4.1 An Accountability Committee shall exist under the AUS President portfolio
- 4.2 The Accountability Committee shall consist of:
  - 4.2.1 The Secretary General Accountability and HR (Chair);
  - 4.2.2 The Secretary General Administration
  - 4.2.3 The Deputy Secretary General
  - 4.2.4 One (1) Arts Representative to Senate

- 4.2.5 Speaker of Council
- 4.3 Quorum shall consist of all five (5) members of the Accountability Committee
  - 4.3.1 In exceptional circumstances, the quorum may be reduced to three (3) members upon approval by the AUS Executive Committee or AUS Legislative Council
  - 4.3.2 Voting shall be conducted by simple majority
- 4.4 The Accountability Committee shall meet on an ad-hoc basis to resolve a variety of disputes and complaints related to the following:
  - 4.4.1 Payroll
    - 4.4.1.1 Including, but not limited to, disputes concerning payroll eligibility and discrepancies in AUS Executive timesheets
  - 4.4.2 Human Resources
    - 4.4.2.1 Including, but not limited to, appeals to disciplinary action pursuant to the Human Resources Policy
    - 4.4.2.2 The Secretary General HR & Accountability shall abstain from voting when assessing appeals to their disciplinary action
  - 4.4.3 Governance
    - 4.4.3.1 Decisions regarding governance are subject to ratification by the AUS Legislative Council
- 4.5 Decisions of the Accountability Committee may be overruled by a two-thirds majority vote of the Legislative Council.
  - 4.5.1 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 5 – COMING INTO FORCE**

- 5.1 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 6 – INTERPRETATION**

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

## **ARTICLE 7 – AMENDMENTS**

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