



# **Bar des Arts (BdA)**

## **By-Laws**

**Revision History:**  
January 31, 2024



## **ARTICLE 1 – POLICY STATEMENT AND MANDATE**

- 1.1. In an effort to formalize, streamline, and carry forward information, these by-laws serve as a manual for the operations of BdA from year to year.
- 1.2. The operations of the AUS, and by association BdA, run in accordance with the AUS Constitution and By-Laws and must adhere to the standards, principles, and policies set forth in these by-law and others.

## **ARTICLE 2 – DEFINITIONS AND MEMBERSHIP**

- 2.1. *Bar des Arts* will be henceforth referred to as *BdA*
- 2.2. The *AUS Vice-President of Social Affairs* will henceforth be referred to as the *VP Social*
  - 2.2.1. The VP Social holds managerial responsibilities as outlined in 4.3.
- 2.3. *Manager(s)* refers to the executive committee, hired by the VP Social in charge of overseeing the logistics of BdA and its staff
- 2.4. *Co-Chair(s)* refers to the Managers that assist the VP Social in overseeing the Manager committee
  - 2.4.1. The Co-Chairs hold managerial responsibilities as outlined in 4.4.
- 2.5. *Staff* refers to the group of students who volunteer with the day-of functionality of BdA and weekly beer delivery.
- 2.6. *The AUS/Arts Lounge* is the primary location of BdA unless in the situation of exceptional events or circumstances.
- 2.7. *The IRP* refers to the Involvement Restriction Policy.

## **ARTICLE 3 – HIRING AND TRAINING PROCESS**

- 3.1. Hiring of Co-Chairs and BdA Managers will run in accordance with the regular AUS hiring policy and process, as overseen by the AUS Secretary General Team.
- 3.2. Hiring of BdA servers will be run partly in accordance with AUS hiring policies, overseen by the Secretary General Team.
  - 3.2.1. Initial applications will be submitted through a Google form, owned by the Secretary General team, managed by the personnel manager.
  - 3.2.2. The application form will be left open for a minimum of five (5) days.
    - 4.3.2.1. Following the closing of the application, the AUS Secretary General team and the AUS Equity Commissioners will send the list of applicants to SSMU to vet the names through the IRP *prior* to the application review session.
  - 3.2.3. The reviewing of the applications will happen among the group of BdA managers. At minimum, the VP Social and at least one other BdA manager must be present.
  - 3.2.4. No alcohol or drugs may be consumed during the application review sessions.
  - 3.2.5. The VP Social must be responsible for keeping the applications



anonymized throughout the application review sessions. No other managers are allowed to be privy to the name of the applicants until after applications are evaluated.

3.2.6. The VP Social reserves the right to not hire a staffer for any justifiable reason they see fit. The reasoning for not hiring may remain confidential at the discretion of the VP Social.

3.2.6.1. Concerns about applicants should be brought to the VP Social in order for proper consideration of these concerns.

3.3. Exit interviews will be conducted at the end of each academic year to evaluate whether returning staff will be rehired or asked to re-apply for the following year

3.3.1. BdA managers will be responsible for conducting exit interviews for servers

3.3.2. BdA Co-Chairs will be responsible for conducting exit interviews for the BdA managers

3.3.3. The VP Social will conduct exit interviews for the BdA Co-Chairs

3.4. All BdA Staffers (Co-Chairs, Managers, Servers) must sign contracts and return them to their respective manager before the beginning of the first BdA of the Fall semester.

#### **ARTICLE 4 - LIAISON AND OPERATIONS**

4.1. An individual must be reported, sanctioned, or under investigation under the IRP or an equivalent body recognized by McGill to be permanently banned from BdA.

4.2. The VP Social reserves the right to remove individual(s), including staff from BdA for the remainder of that week's BdA.

4.3. The VP Social is responsible for maintaining the relations between BdA and the school's administration, including the Deputy-Provost Student Life and Learning (DPSLL), McGill Security, and the Leacock building staff.

4.3.1. Maintaining these relations may include proper filing of permits, communications with the McGill administration, ensuring the proper documentation of BdA and its operations, and serving as the primary liaison between BdA operations and the AUS.

4.4. BdA Co-Chairs are responsible for overseeing on-the-ground BdA operations

4.4.1. These responsibilities may include creating shift schedules, overseeing payments and alcohol distribution, ensuring the effective and appropriate functioning of BdA and its staff, and responding to management decisions from the VP Social.

4.5. In case of emergency situations, the VP Social or the Co-Chairs are the sole spokespeople for BdA.

4.6. Students tabling at BdA are entitled to a maximum of thirty (30) tokens per group tabling. All unused tokens must be returned by the end of the night. Students who do not do so will lose their tabling rights.

#### **ARTICLE 5 - FINANCES**



5.1. At least once during the academic semester (twice per academic year), managers and co-chairs of BdA, the VP Social of the AUS, the VP Finance of the AUS, and the AUS President must have a BdA Committee meeting to discuss finances, operations, and general information relative to BdA. This grouping of people will be referred to as the 'BdA Committee'.

5.1.1 These meetings may occur more often at the discretion of the VP Social, VP Finance, and AUS President

5.1.2. The documents being presented at this semesterly meeting include but are not limited to the updated BdA operating budget presented by the AUS VP Finance and any disciplinary notices from McGill operations team.

5.2. Cash counting from the BdA cash box must happen before BdA opens and after BdA closes each week. A paper with the VP Social or Co-Chair's signature tracking these amounts must be clearly placed in the office after the closing of BdA.

5.3. All cash payments must be marked down on a sheet of paper, signed off by the VP Social or the BdA co-chairs.

5.4. The beer delivery invoice must be delivered to the AUS VP Finance by whichever staff received the delivery.

5.4.1. Beer delivery invoices must be paid by the AUS VP Finance prior to the following week's beer delivery.

5.5. Any of deficit exceeding \$1,000 CAD will result in an immediate meeting with all BdA staff, managers, co-chairs, and the VP Social, VP Finance, and AUS President to discuss the operations

5.6. If four (4) or more BdA events exceed a \$1,000 CAD deficit in one semester, operations of BdA will cease immediately and an investigation into the operations of BdA will occur if deemed necessary by the VP Finance, the AUS President, and the Accountability Committee.

## **ARTICLE 7 - INSTITUTIONAL MEMORY**

7.1. The VP Social and Manager team is responsible for maintaining documentation of merchandise orders, scheduling, and all relevant documents pertaining to the overall functionality of BdA to build and maintain the institutional memory.

7.1.1 All receipts of BdA-related purchases must be given to the AUS VP Finance or the AUS President.

## **ARTICLE 8 - TIMELINE**

8.1. In September of each year, BdA hiring will be run in a timely enough manner to begin BdA operations the week following add/drop.

8.2. Prior to the opening of BdA in the fall semester, a BdA Committee meeting must happen in order to review plans for the year, acquaint members with one another, and solidify procedural nuances for the year's operations.

8.2. The second BdA Committee meeting must happen before the last BdA of the Fall semester.

8.3. The second BdA Committee meeting must happen in February of Winter semester.



## **ARTICLE 9 – AMENDMENTS**

9.1. All amendments made to these by-laws shall be approved at the AUS Legislative Council, in accordance with Roberts Rules of Order and the AUS Standing Rules of the AUS Legislative Council.

## **ARTICLE 10 – INTERPRETATION**

10.1 Interpretation of these by-laws shall be managed by the Vice-President Social, the Vice-President Finance, and the AUS President. This means they are also responsible for managing the timeline of BdA operations.