



Event Planning and Involvement Committee (EPIC) By-Laws

Revision History:

January 26, 2022 (ratified)



ARTICLE 1 – PREAMBLE AND BACKGROUND

- 1.1 The Vice-President Social drafted legislation that would govern the Event Planning and Involvement Committee, herein referred to as EPIC, a committee that plans and executes social events for undergraduate arts students.
- 1.2 EPIC is an entity of the Arts Undergraduate Society (AUS) and shall be governed by these by-laws, as well as the Constitution and by-laws of the Arts Undergraduate Society.

ARTICLE 2 – POLICY STATEMENT AND MANDATE

- 2.1 In accordance with the AUS Constitution, the AUS has a responsibility to plan social events throughout the academic year that are inclusive, accessible, and sustainable. This Policy works to institutionalize the operations of EPIC and also to create a comprehensive guideline for the continuity, transparency, and efficiency of EPIC.

ARTICLE 3 – DEFINITIONS AND MEMBERSHIP

- 3.1 EPIC Staff: Students selected to assist with the logistical implementation of EPIC events and staff events;
- 3.2 EPIC Co-Chairs: Two individuals (who preferably have previous experience with EPIC), who are designated to be the head of EPIC, and who assist the VP Social in organizing the other coordinators;
- 3.3 EPIC Coordinators: Individuals with event planning, coordination, or other relevant experience hired by the Vice-President Social to sit on EPIC and assist with ideas and planning, implementation, and coordination for all aspects of EPIC events. The Coordinator positions vary by title, each taking on different aspects of the event and overseeing certain areas of its operation;
 - 3.3.1 The EPIC Coordinator positions are as follows: Sponsorship (2), Programming (2), Personnel, Inclusivity & Equity, Sustainability, Media & Communications (1 or 2)
- 3.4 EPIC Consultants: Individuals with previous EPIC experience that may no longer be able to commit to the time commitments of being a General Coordinator. Their job is to assist the VP Social and the portfolios that they have expertise in;
- 3.5 EPIC (Event Planning and Involvement Committee): Made up of the EPIC Coordinators, EPIC Co-Chairs, and the VP Social whose responsibilities include, but are not limited to:

- 3.5.1 Planning a clear vision for the operational direction of EPIC events; upholding the principles of inclusivity, safety, and ensuring adherence to the AUS Constitution;
- 3.5.2 Hiring and training EPIC Staff;
- 3.5.3 Liaising with external groups in the Montreal community;
- 3.6 Vice-President Social: The head of EPIC, whose responsibilities include, but are not limited to:
 - 3.6.1 Hiring and managing the Committee;
 - 3.6.2 Delegating tasks to its members throughout the year;
 - 3.6.3 Liaising between the Frosh Committee and the AUS Executive Committee;
 - 3.6.4 Being a representative figure on the AUS's behalf to the administration and Montreal community in matters relevant to EPIC;
- 3.7 Equity Commissioner: Arts Undergraduate Society Equity Commissioners shall aid EPIC and the Vice-President Social in creating accessible and equitable spaces during EPIC events;
- 3.8 Accessibility: The consideration of the obstacles that limit the participation and experience of persons planning and attending EPIC events. Planning and implementation should move towards universal design, which provides access for diverse needs and backgrounds, in terms of financial, social, and physical access;
- 3.9 AUS Executives: Body of elected AUS individuals that represent the Executive Committee that hold the Vice-President Social accountable for the planning and operational processes of planning EPIC events. The AUS Executive Committee is also responsible for representing and promoting the AUS during EPIC events.

ARTICLE 4 – HIRING AND TRAINING PROCESS

- 4.1 Hiring: The hiring of the AUS Frosh Committee will be conducted by an interview panel that includes:
 - 4.1.1 The Vice President Social;



- 4.1.2 Representation from the AUS Equity Committee (or alternatively interview recordings that can be provided to AUS Equity);
- 4.1.3 For General Coordinator interviews, both Co-Chairs will be present;
- 4.2 Co-Chairs are to be hired first, followed by General Coordinators;
- 4.3 EPIC members will receive AUS equity training following their hiring;
- 4.4 Eligibility: Current students are eligible to apply for EPIC. Priority will be given to Arts and Arts and Science students, but students from other Faculties are eligible for consideration;

ARTICLE 5 – LIAISON AND OPERATIONS

- 5.1 In accordance with the AUS Equity Policy, there will be at least one member of EPIC that is responsible for assisting the Vice-President Social with ensuring the adherence to the Equity Policy and maintaining sustainable practices during EPIC activities.
 - 5.1.1 This individual will also be responsible for liaising directly with the Equity Committee during the planning period.
- 5.2 To be eligible to participate in EPIC events, preference will be given to individuals who are members of the AUS, have satisfactory academic standing, and not under investigation for violating the student code of conduct.

ARTICLE 6 – FINANCES

- 6.1 The AUS Vice-President Social is responsible for working with the AUS Vice-President Finance and the EPIC Co-Chairs to create a comprehensive budget for EPIC. The first draft of the budget will be completed with the VP Social's budget for the academic year in late September.

ARTICLE 7 – INSTITUTIONAL MEMORY

- 7.1 All Coordinators are required to submit exit reports to the VP Social by May 31 following the close of the academic year. Coordinators must pass on email account log-in information in this exit report.



ARTICLE 8 – TIMELINE

August: Hiring of EPIC Co-Chairs;

September: Hiring of EPIC Coordinators, Staff, and Consultants, and EPIC members will receive equity training;

October-April: EPIC shall plan to host approximately four events per semester;

May: Coordinators will submit exit reports following the conclusion of the academic year.

ARTICLE 9 – AMENDMENTS

- 9.1 All amendments to these by-laws shall follow by-law amendment procedures as laid out in the AUS Constitution.

ARTICLE 10 – INTERPRETATION

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

ARTICLE 11 – REVIEW

- 11.1 These by-laws shall be read by all members of EPIC before the first coordinator meeting of every academic year.