



Mental Health AUS Committee Bylaws

Revision History:

October 2024 (ratification)



BACKGROUND

These bylaws serve as the terms of reference for the Mental Health Arts Undergraduate Society (MHAUS) Committee. Specifically, they describe the responsibilities, regulations, and structure of the committee and its members. This policy works to institutionalise the operations of MHAUS and to create a comprehensive guideline for the operation and continuity of the MHAUS Committee.

ARTICLE 1 - PREAMBLE AND BACKGROUND

1.1 The Mental Health Arts Undergraduate Society Committee, hereinafter referred to as MHAUS committee, is an entity of the Arts Undergraduate Society (AUS) and shall be governed by these by-laws.

1.2 The MHAUS exists under the jurisdiction of the Vice President External of the AUS

ARTICLE 2 - MISSION

2.1 In accordance with the AUS constitution the Mental Health Arts Undergraduate Society Committee (MHAUS) exists to:

2.1.1 Increase student awareness of and access to mental health resources on campus and in greater Montreal

2.1.2 Serve as an advocacy arm for issues pertaining to the mental health of students belonging to the Arts Undergraduate Society of McGill University

2.1.3 Organise events and initiatives that positively contribute to the overall wellbeing and mental health of the student body at McGill University

ARTICLE 3 - MEMBERSHIP

3.1 The responsibilities of the Vice President External of the AUS include but are not limited to:

3.1.1 Hire two MHAUS commissioners to run the MHAUS committee jointly

3.1.2 Establish and communicate an annual operating budget for the MHAUS committee

3.1.3 Liaise between MHAUS committee and AUS Executive committee



3.2 The responsibilities of the MHAUS Commissioners (2) include but are not limited to:

3.2.1 Hire for the following MHAUS coordinator positions: Promotions Coordinator, Marketing Coordinator, Events Coordinator, Sponsorships Coordinator

3.2.2 Recruit general members for the committee

3.2.3 Run bi-weekly committee meetings with MHAUS coordinators and general members

3.2.4 Oversee all MHAUS initiatives and ensure that they reflect and advance the MHAUS mission as seen in Article II

3.3 The responsibilities of the MHAUS Communications Coordinators (2) include but are not limited to:

3.3.1 Maintain the MHAUS instagram account and other social media initiatives

3.3.2 Create and maintain visual brand identity of MHAUS

3.3.3 Design advertising for MHAUS events and initiatives

3.3.5 Contacting other clubs, services, and departmental associations at McGill University to promote events

3.4 The responsibilities of the MHAUS events coordinator include but are not limited to:

3.4.1 Plan and run events that reflect and advance the MHAUS mission (Article II)

3.4.2 Coordinate logistics for MHAUS events, including the acquisition of permits, necessary materials, room and table bookings, and liaising with guest speakers

3.4.2 Coordinate shifting of volunteer coordinators and general members at events as necessary

3.5 The responsibilities of the MHAUS sponsorships coordinator include but are not limited to:

3.5.1 Liaise with local and international businesses to acquire monetary and in-kind sponsorships with the aim of increasing the affordability and quality of MHAUS events and initiatives

3.5.2 Create and distribute a sponsorship package to be distributed to sponsoring organisations

3.5.3 Work with the MHAUS events coordinator to find relevant sponsors for MHAUS events

3.5.4 Ensure that contracted terms of sponsorship agreements are fulfilled at MHAUS events

ARTICLE 4 - HIRING



4.1 The hiring of the MHAUS Commissioners will be conducted following the AUS Hiring Bylaws by an interview panel that includes:

4.1.1 The Vice President External

4.1.2 Representation from the AUS Equity Committee (or alternatively interview recordings that can be provided to AUS equity)

4.2 The hiring of MHAUS coordinators will be conducted by both MHAUS commissioners

4.3 Commissioners are to be hired first, followed by coordinators

4.4 Eligibility: Current students are eligible to apply for MHAUS. Priority will be given to Arts and Arts and Science students, but students from other faculties are eligible for consideration

ARTICLE 5 - FINANCES

5.1 The AUS Vice President External is responsible for working with the AUS Vice President Finance to create a comprehensive budget for MHAUS. The first draft of the budget will be completed with the Vice President External's budget for the academic year in late September.

ARTICLE 6 - INSTITUTIONAL MEMORY

6.1 All coordinators and commissioners are required to submit exit reports to the Vice President External of the Arts Undergraduate Society by April 30th following the close of the academic year. Coordinators and commissioners must pass on email account log-in information in this exit report.

ARTICLE 7 - TIMELINE

May: Hiring of MHAUS Commissioners

September: Hiring of MHAUS coordinators and onboarding of general members

October-April: MHAUS should plan to hold 2-3 events and/or initiatives each semester

April: Commissioners and coordinators will submit exit reports following the conclusion of the academic year

ARTICLE 8 - AMENDMENTS

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

ARTICLE 9 - INTERPRETATION



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

ARTICLE 10 - REVIEW

10.1 These by-laws shall be read by all members of the MHAUS committee before the first coordinator meeting of every academic year

10.2 Any and all edits and updates to the bylaws shall be proposed through the AUS Legislative Council