

# **McMaster Engineering Society**

## **Bylaws**



McMaster University - Faculty of Engineering

## Preamble

These Bylaws were developed in 2020 in an effort to solidify the activities and policies of the McMaster Engineering Society (MES), separate from the Policy Manual. The policies documented here are intended to accompany the Constitution and Policy Manual of the McMaster Engineering Society and are binding terms of reference.

This Bylaw Document will assist in the transition of the MES from year to year, and will also clarify the fundamental operations of the Society. This document is meant to serve as a guide for everyday operations, but is also intended to be a more flexible document than the Constitution, but less so than the Policy Manual. The procedures for amending this document are set out in the Constitution.

Overall this document will help the MES to operate more effectively and efficiently in its effort to represent and serve the undergraduate engineering student body at McMaster.

If a contradiction occurs between the Bylaws and the Constitution, the Constitution will take precedence.

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# 1 Structure & Organization

## 1.1 The Executive

The MES Executive shall consist of the following positions. One person shall occupy each position.

### 1.1.1 President

The President shall:

1. Be ultimately responsible for maintaining the integrity of the MES.
2. Enforce compliance with the Constitution, By-laws, Policy Manual, and regulations of the MES.
3. Supervise all activities of the MES and its affiliated committees.
4. Responsible for assisting in the development of goals for MES Team members, and actively tracking those goals for the duration of their term.
5. Serve as a MES representative on the following committees:
  - (a) President's Council of the McMaster Students Union (MSU)
  - (b) Faculty of Engineering Committees (Faculty committee)
  - (c) macLAB Board of Directors
6. Serve as an MES representative on external undergraduate engineering organizations' Presidents' meetings, including:
  - (a) Canadian Federation of Engineering Students (CFES)
  - (b) Engineering Student Societies' Council of Ontario (ESSCO)
7. Be an ex-officio member of all standing MES Committees, except those to which they have been duly appointed.
8. Responsible, in the absence of VPSL, for approving any activities on behalf of the MES and ensuring the activities comply with University Health and Safety..
9. Serve as a secondary signing officer, in conjunction with VPSL, or primary signing officer in the absence of the VPF, for the approval or creation of financial decisions.
10. Arrange and facilitate monthly meetings with the Dean of Engineering to ensure each party is familiar with relevant issues and activities.
11. Ensure MES Board of Advisors meetings are held bi-annually
12. Be responsible for selecting President's Award recipient(s) and presenting the President's Award to recipients at Fireball
13. Actively promote interaction and communication between the MES, MES Clubs and Teams, MSU, the Engineering Student Representative Assembly caucus and Senate Representatives.

14. Supervise the following positions:
  - (a) Vice President, Academic
  - (b) Vice President, External Relations
  - (c) Vice President, Finance
  - (d) Vice President, Student Life
  - (e) Vice President, Communications
  - (f) Vice President, Internal
  - (g) Chief Returning Officer
  - (h) Co-Orientation Coordinators
  - (i) Equity, Diversity and Inclusion Officer
  - (j) Program Representatives
  - (k) Pitch Your Own Idea Coordinators
15. The President shall at their discretion delegate successful Pitch Your Own Idea Coordinators to relevant VP and Director portfolios.
16. Develop both a short and long-term plan to encourage new initiatives and uphold traditional activities, as well as reviewing the current activities of the MES.
17. Be responsible for the long term plan
  - (a) Facilitate the implementation of the long term plan strategies
  - (b) Facilitate the collections of the long term plan metrics
  - (c) Develop new strategies and metrics with the MES Team and the Board of Advisors

### **1.1.2 Vice President, Student Life**

The Vice President, Student Life shall:

1. Act as the President in all capacities in the latter's absence.
2. Serve as a member of the following committees:
  - (a) Elections Committee (see MES Bylaws Section 4.4.6)
  - (b) Awards Selection Committee (see MES Bylaws Section 4.4.2)
  - (c) Sports Committee (see MES Bylaws Section 4.4.12)
  - (d) First Year Committee (see MES Bylaws Section 4.4.8)
  - (e) Hatch Operations Committee (Faculty committee)
3. Be an ex-officio member of all MES Committees except those to which they have been duly appointed.
4. Assist the VP Academic in the planning of Back2School Week (the week following Welcome Week), and shall organize Hatch Open House as part of Back2School Week with assistance from the DoC.

5. Coordinate and organize events for Frost Week.
6. Supervise the activities and initiatives of the Program and First Year Representatives.
7. Plan an end-of-semester social for all MES Team members.
8. Be responsible for approving any interfaculty morale boosting activities on behalf of the MES.
9. Liaise with University Health and Safety and ensure all MES and Program Society social activities abide by its guidelines.
10. Provide the Administrator with dates and details of all events, conferences, and competitions.
11. Chair the First Year Committee and act as an advisor to the First Year Representatives to help coordinate activities and fundraising initiatives (see MES Bylaws Section 4.4.8).
12. Report to the President.
13. Supervise the following positions:
  - (a) Director of Events
  - (b) Wellness Coordinator(s)
  - (c) Bus Monitor Lead
  - (d) First Year Representatives
  - (e) Sports Coordinator(s)
  - (f) Sustainability Coordinator(s)
14. Develop protocols, with any members at the VPSL's discretion, for the purposes of risk aversion and incident mitigation for all aspects of MES events. To be completed by September.

### **1.1.3 Vice President, External Relations**

The Vice President, External Relations shall:

1. Liaise and review affiliations with all student and professional organizations, foremost:
  - (a) Professional Engineers of Ontario (PEO)
  - (b) Engineering Student Societies Council of Ontario (ESSCO)
  - (c) Canadian Federation of Engineering Students (CFES)
  - (d) Ontario Society of Professional Engineers (OSPE)
2. Liaise with other engineering schools in Canada.
3. Liaise with the SRA and/or Senate Representative(s) on matters of external organizations.

4. Be responsible for recruitment issues and initiatives in collaboration with Engineering Outreach.
5. Collect and distribute all external Society correspondence.
6. Chair the Delegate Selection Committee (see MES Bylaws Sections 4.4.4 and 10.2.2).
7. Attend all Affiliate conferences as head delegate or send an appropriate head delegate (see MES Bylaws Section 10.2.5).
8. Provide the Administrator and Handbook Editor(s) with a calendar of all external events, conferences, and competitions (see MES Bylaws Section 10.2).
9. Advertise all opportunities for conference bids and open leadership positions within external organizations.
10. Inform the student body about external relations through the following means:
  - (a) Ensure that conference accountability reports and presentations are complete and available on the MES website a maximum of one month after the end of the conference
  - (b) Submit an article, for each conference attended, to the Frequency
  - (c) Coordinate advertisement of applications for open conferences on all MES social media
11. Oversee the Coverall Application Process (see MES Bylaws Section 11.12).
12. Report to the President.
13. Supervise the following positions:
  - (a) Leadership Development Conference Coordinator(s)
  - (b) McMaster Engineering Competition Chair(s)
  - (c) Conference Advisory Committee

#### **1.1.4 Vice President, Academic**

The Vice President, Academic shall:

1. Develop and facilitate academic partnerships both internal and external to the MES.
2. Liaise with Faculty, Program Representatives, Program Societies, and Faculty of Engineering undergraduate students regarding educational and academic issues.
3. Chair the MES Academic Affairs Council Internal, which is facilitated as a monthly meeting featuring Program and First Year Representatives.
4. Liaise with the SRA and/or Senate Representatives with regards to relevant university issues such as tuition, course evaluations, and program changes.
5. Actively investigate educational and academic issues for Faculty of Engineering undergraduate students.

6. Be responsible for recruitment issues and initiatives in coordination with the Vice President External Relations.
7. Maintain the MES Tutoring Network and ensure it follows the expectations outlined in MES Bylaws Section 11.9.1
8. Initiate and/or review changes to course evaluations.
9. Be aware of and discuss relevant accreditation issues.
10. Represent the MES at any accreditation visits or send an appropriate delegate in their place.
11. Attend MSU Academic Affairs Council.
12. Serve on the Faculty Committee as well as any education - related faculty committees.
13. Serve on any educational ad-hoc MES committees.
14. Organize the MES First Year Stream Information Session, where first years can come and talk to upper year students regarding their program.
15. Be an ex-officio member of the McMaster Engineering Competition Committee (see MES Bylaws Section 4.4.13).
16. Assist MEC Chair(s) in promoting participation of the student body in MEC (see MES Bylaws Section 3.1.12 and 4.4.13).
17. Organize Back2School Week following Welcome Week, with assistance from the VPSL.
18. Organize the Iron Pin Ceremony with First Year Committee.
19. Report to the President.
20. Supervise the following position:
  - (a) McMaster Engineering Competition Chair(s)
  - (b) macLAB Chair
  - (c) Mentorship Coordinator(s)
  - (d) Director of Academic Resources
  - (e) Data Coordinator(s)
  - (f) Professional Development Coordinator(s)
  - (g) Student Projects Coordinator(s)

### **1.1.5 Vice President, Finance**

The Vice President, Finance shall:

1. Arrange for the custody and disbursement of funds of the MES, as per the MES Financial Policies (MES Bylaws Section 9).

2. Be responsible for the MES financial accounts, both at a chartered bank or trust company and on campus (see MES Bylaws Section 9.4).
3. Ensure accurate and complete financial records are kept by employing data validation checkpoints.
4. Prepare the operating budget of the MES before the Mid Summer Meeting of the year elected and continually update the ledgers in order to keep track of money spent and advise on further disbursement.
5. Investigate and coordinate the investment of MES funds (see MES Bylaws Section 9.4.2).
6. Oversee development and/or signing of contracts including handbook printing companies and suppliers for Drain merchandise.
7. Ensure that the President and VPSL have signing authority to charge fees to MES accounts.
8. Oversee reimbursement processes from the special projects and student projects fund, in coordination with the Student Projects Coordinator(s).
9. Be audited or reviewed by an outside accounting firm for the purpose of official statements if requested by Financial Services to receive Society fees.
10. Serve on the macLAB Board of Directors (see MES Bylaws Section 4.4.7).
11. Arrange to have the combination lock for the MES safe changed when appropriate.
12. Report to the President.
13. Supervise the following Team positions:
  - (a) Drain Coordinator(s)

#### **1.1.6 Vice President, Internal**

The Vice President, Internal shall:

1. Oversee all MES administrative platforms and accounts, as well as the foundation and upkeep of MES infrastructure.
2. Oversee upkeep and renewal of the online platforms of the MES, including Google Workspace, Microsoft Teams, Discord, website hosting, and domain registration.
3. Oversee maintenance, organization, and use of all physical MES spaces, including, but not limited to:
  - (a) H202 (MES Office)
  - (b) H206 (Clubs & Teams Space)
  - (c) H201, H203, H204A/B, H205 (Hatch Meeting Rooms)
  - (d) H103 (Hatch Storage Room)

- (e) JHE-195A (Basement Storage Room)
  - (f) Junction (2nd Floor Hatch)
  - (g) DW Lounge
4. Oversee storage and use of all MES assets, including rentals.
  5. Supervise and act on internal matters such as communication, transition and reports.
  6. Determine the allocation of Hatch space to Clubs and Teams demonstrating essential need, including, but not limited to, sea can storage, Hatch Bay space, Clubs & Teams Office desks and lockers, and H103 storage space.
  7. Collaborate with the Administrator to schedule meeting times for General Meetings, Council Meetings, Executive Meetings, Executive-Director Meetings, and other meetings that arise.
  8. Organize, alongside the Administrator, the General Meetings of the MES.
  9. Take and distribute minutes and agendas for all MES Executive Meetings and MES Executive-Director Meetings. Send Executive minutes to the MES Executive by the end of the week in which the meeting occurred.
  10. Liaise with University Health and Safety and ensure all MES and Program Society social activities abide by its guidelines.
  11. Report to the President
  12. Supervise the following positions:
    - (a) Administrator
    - (b) Director of Clubs
    - (c) DW Lounge Coordinator(s)
    - (d) Gerald Hatch Centre Student Coordinator(s)
    - (e) Information Technology Coordinator(s)
    - (f) Trailer Coordinator(s)

### **1.1.7 Vice President, Communications**

The Vice President, Communications shall:

1. Liaise with faculty and university wide groups oriented around the public relations of the MES.
2. Be responsible for maintaining the brand of the MES.
3. Work alongside the President, VPs, Directors, and Appointed Positions to ensure members are well informed of the activities, events, and services of the MES.
4. Create and implement a marketing strategy for MES events, in partnership with the Social Media Coordinator(s) and Website Coordinator(s).

5. Maintain a respectful relationship with the current advertising agency.
6. Create and implement a method of obtaining information from the VPs, Directors, Appointed Positions, and Program Representatives for event and service promotion on the MES Website and social media platforms.
7. Work with the positions in their portfolio, as well as any other members of the community to ensure that the website, MES social media accounts, and MES publications are effectively used as communication tools, and positively reflect the MES brand.
8. Actively search for more effective ways for the MES to advertise its events, services, and publications, and adapt advertising methods to the preferred means of the membership.
9. Maintain promotional media for the Hatch Building TVs.
10. Work to improve the sustainability of MES promotional campaigns.
11. Work with the President and WW Co-OCs to create the Summer Mail-Out, the WW promotional campaign, and to develop a social media plan for WW.
12. Organize appropriate MES representation to promote the MES and the engineering profession at events, foremost:
  - (a) Faculty of Engineering Open Houses
  - (b) MES charity events
13. Develop new charity initiatives and encourage the development of activities that will actively promote the image of the MES.
14. Coordinate with the VPX and McMaster University's Gender Equality Committee to promote the December 6th Memorial.
15. Liaise with the Engineering Alumni Office regarding outreach, alumni, or other relevant initiative.
16. Attend meetings initiated by the Engineering Alumni Office and participate in Alumni events as an MES representative.
17. Report to the President.
18. Supervise the following positions:
  - (a) Graphic Designer(s)
  - (b) Publications Editor
  - (c) Content Coordinator(s)
  - (d) Handbook Editor(s)
  - (e) Frequency Editor(s)
  - (f) Plumbline Editor(s)
  - (g) Social Media Coordinator(s)
  - (h) Website Coordinator(s)



- (i) Photographer/Videographer(s)
- (j) Sponsorship Coordinator(s)

## **1.2 Authority and Responsibility of the Executive**

### **1.2.1 Executive Authority**

The Executive has the following authority:

1. To administer the day-to-day business and operations of the MES.
2. To act as an advisory board to the MES Council on the effects of the MES Council's policy decisions on the day-to-day operations of the MES.
3. To perform the functions of the MES Council during the summer, subject to any restrictions placed on it by the MES Council.
4. In case of an emergency situation where the MES Council is unable to meet, the Executive may make an interim decision, although any policy decisions shall be subject to ratification at the next MES Council meeting.
5. Approve expenditures not exceeding \$500, unless the expenditure is coming from the Executive Operations account.

### **1.2.2 Executive Responsibility**

The Executive shall have the following responsibility:

1. To review the MES budget prepared by the VPF for final recommendations to the MES Council.
2. To form ad-hoc committees when required for the purpose of appointing members to assist in administering the policies of the MES and undertaking new initiatives.
3. To be accountable and transparent for all its actions to the MES Council and to the general membership at each General Meeting.
4. Initiate and encourage new events and initiatives of the MES.
5. Supervise appointed MES Team positions to provide advice or assistance.
6. Liaise with other members or groups within the university community.
7. Promote professionalism within the MES Team.
8. Take a proactive role in the long term goal setting of the MES.
9. Ensure effective transition and continuity between the outgoing Team and the incoming Team, through documentation and orientation.
10. Create a positive and effective working environment.
11. Executive members to hold at least 2 hours of scheduled office hours weekly.

## **1.3 Directors**

### **1.3.1 Director of Events**

The Director of Events shall:

1. Oversee the organization of social events of the MES foremost, but not limited to:
  - (a) Eng Pub Nights
  - (b) Fireball
  - (c) Kennedy
  - (d) Sports
2. Chair the Student Life Committee (see MES Bylaws Section ??).
3. Initiate at least one new activity and ensure the overall schedule of events offers a variety of activities that will appeal to many different groups.
4. Coordinate with the VPC to promote MES activities.
5. Provide the Administrator with dates and details of all events and initiatives.
6. Report to Vice President, Student Life.
7. Supervise the following positions:
  - (a) Fireball Coordinator(s)
  - (b) Kennedy Coordinator(s)

### **1.3.2 Director of Clubs**

The Director of Clubs shall:

1. Supervise the care of all MES rental equipment.
2. Prepare an interim progress report and transition report (see Appendix J).
3. Recommend funding levels for all MES funded Clubs and Teams to the Vice President, Finance and Administration and enforce the Funding Policy (see MES Bylaws Section 9.3).
4. Assist Vice President, Internal in the allocation of Hatch Space to Clubs and Teams demonstrating essential need.
5. Promote MES flagship by encouraging the use of MES branding amongst MES groups.
6. Chair the Club Leaders Committee (see MES Bylaws Section 4.4.3).
7. Assist Vice President, Student Life with the organization of Back2School Week.
8. Organize Clubsfest to facilitate connections between students and clubs
9. Report to Vice President, Internal.

### **1.3.3 Director of Academic Resources**

The Director of Academic Resources shall:

1. Organize all academically related events run by the MES including, but not limited to:
  - (a) MES test preparation sessions
  - (b) Technical skills sessions
2. Be responsible for maintaining all aspects of the McMaster Engineering Society Textbook Library, foremost:
  - (a) Actively working to procure new textbooks
  - (b) Maintaining an updated inventory of all textbooks in the MES' possession.
  - (c) Coordinating with the Drain Coordinators to ensure proper instruction is given to the Drain volunteers on how to run the Textbook Library.
  - (d) Cleaning the Textbook Library and ensuring it is kept organized.
  - (e) Ensuring all textbooks in the Textbook Library are labelled with the MES logo.
  - (f) Ensuring all textbooks are returned to the Textbook Library by the end of each semester.
3. Work with the VPA to plan Back2School Week
4. Chair the Academic Services Committee (See MES Bylaws Section 4.4.19)
5. Actively seek ways to improve the academically related events and services provided by the MES.
6. Organize and maintain the Notes/Test Bank.
7. Report to Vice President, Academic.

## **1.4 Representatives**

### **1.4.1 Program Representatives**

1. There shall be one representative from each program listed below, who is a member of that program.
  - (a) Chemical Engineering
  - (b) Civil Engineering
  - (c) Software Engineering
  - (d) Electrical and Computer Engineering
  - (e) Engineering Physics
  - (f) Materials Science and Engineering
  - (g) Mechanical Engineering
  - (h) Mechatronics Engineering
  - (i) Computer Science

- (j) Engineering and Management
- (k) Engineering and Society
- (l) Bachelor of Technology
- (m) Integrated Biomedical Engineering and Health Sciences

2. Responsibilities:

- (a) To act as a liaison between the MES, their respective program societies, and the students represented by those societies.
- (b) To keep the MES informed of all program and program society issues and activities.
- (c) Advertise all MES events and activities to their respective constituents by making class announcements, distributing posters from the Graphic Designers, distributing MES publications, and promoting the MES website.
- (d) Actively encourage participation in all MES activities.
- (e) Ensure quorum is met at General Meetings
- (f) Serve as a representative for their program on the macLAB Board of Directors (see MES Bylaws Section 4.4.7).
- (g) Organize their program's team(s) for MES Sports Tournaments, with the exception of Management and Society.
- (h) Represent the MES at their respective Program Society's meetings.
- (i) Report to the President.

### 1.4.2 First Year Representatives

1. Six Level I Representatives, who are full members of the MES, will be elected from the first year class that they represent with the following number of representatives from each program:

- (a) Three from Engineering 1
- (b) One from Computer Science
- (c) One from Bachelor of Technology
- (d) One from iBioMed

2. Responsibilities:

- (a) Advertise all MES events and activities to first year students by making class announcements, promoting the MES website.
- (b) Serve on the First Year Committee (see MES Bylaws Section 4.4.8).
- (c) Represent the concerns and opinions of first year students within the Faculty of Engineering.
- (d) Promote and encourage first year attendance at all events.
- (e) Promote MES committees and activities to the first year students.

- (f) Seek out course coordinators to voice concerns of the first year students.
- (g) Assist the Engineering Student Services office with their first year student events.
- (h) Assist in the recruitment and transition of subsequent First Year Representatives.
- (i) Organize first year student team(s) for the Ratboy Soccer Tournament.
- (j) Report to the VPSL.
- (k) If applicable, represent the MES at their respective program society's meetings.

### **1.4.3 Executive Transition Process**

1. The outgoing and incoming Executive shall plan and attend a retreat to make long term plans for the year ahead and carry out a more detailed transition.
2. The President is to organize, plan and document the retreat.
3. The budget for this retreat shall be set for no more than \$2000, taken from the Executive Operations budget line.
4. The incoming Executive shall prepare a presentation for the first Council meeting following the retreat, outlining what was accomplished on the retreat, what the budget was used for, and informing Council of the year's objectives and long-term goals.
5. The Outgoing Executive shall remain engaged with the Incoming Executive over the summer months to impart institutional knowledge, share best practices, and facilitate an effective transition.
6. The Outgoing Vice-President Finance shall oversee the year-end closing and ensure the completion of the audit for their fiscal year under their purview.
7. The Outgoing President and Outgoing Vice-President External Relations shall attend ESSCO PM.

## **2 Elections & Selections**

### **2.1 General**

1. There shall be two classes of internal MES elections: regular elections and by-elections.
2. All MES elections shall be administered and overseen by the Elections Committee (see MES Bylaws Section 4.4.6).
3. Election dates will be determined at the discretion of the Elections Committee.
4. At least 3% of all eligible McMaster undergraduate students in the Faculty of Engineering must vote for an election to be considered valid.
5. Elections shall be held online and officiated by the Faculty of Engineering.

## 2.2 Regular Elections

1. A meeting mandatory for all candidates will be held by the Chief Returning Officer prior to the campaign period of each regular election to inform candidates of the campaign rules and important dates as determined by the Elections Committee.
  - (a) The consequences for an unexcused absence from this meeting on the part of a candidate shall be decided on a case-by-case basis by the Elections Committee but may include removal from the election if the Elections Committee sees fit.
2. There shall be four distinct types of regular elections: presidential elections, general elections, Bachelor of Technology elections, and First Year Representative elections.
3. A “meet-and-greet” style event will be held by the Chief Returning Officer during the campaign period of every regular election, except for First Year Representative elections.

### 2.2.1 Presidential Elections

1. The presidential elections shall serve to elect the MES President.
2. Presidential elections are to be held prior to Fireball, and the winning presidential candidate shall be announced at Fireball.
3. All McMaster undergraduate students in the Faculty of Engineering shall be eligible to vote for the MES President.

### 2.2.2 Bachelor of Technology Election

1. The Bachelor of Technology elections shall serve to elect the Bachelor of Technology Representative.
2. Bachelor of Technology elections are to be held in November, with polls closing prior to the last day of Fall term classes.
3. Only the students currently enrolled in the Bachelor of Technology program shall be eligible to vote for the Bachelor of Technology Representative.

### 2.2.3 General Elections

1. The following MES Council members shall be elected at the time of the a general election:
  - (a) Vice President, Student Life
  - (b) Vice President, External Relations
  - (c) Vice President, Academic
  - (d) Vice President, Finance
  - (e) Vice President, Communications

- (f) Vice President, Internal
  - (g) Director of Events
  - (h) Director of Clubs
  - (i) Director of Academic Resources
  - (j) Chemical Engineering Representative
  - (k) Civil Engineering Representative
  - (l) Computer Science Representative
  - (m) Electrical and Computer Engineering Representative
  - (n) Engineering and Management Representative
  - (o) Engineering and Society Representative
  - (p) Engineering Physics Representative
  - (q) Integrated Biomedical Engineering and Health Sciences Representative
  - (r) Materials Science and Engineering Representative
  - (s) Mechanical Engineering Representative
  - (t) Mechatronics Engineering Representative
  - (u) Software Engineering Representative
2. The general election shall be completed a week before the second term General Meeting at the latest.
  3. All McMaster undergraduate students in the Faculty of Engineering shall be eligible to vote for all the positions listed above except for the Program Representatives. Only the aforementioned students currently enrolled in the corresponding program shall be eligible to vote for their Program Representatives.

#### **2.2.4 First Year Representative Elections**

1. Six First Year Representatives shall be elected from the first year class of McMaster undergraduate students in the Faculty of Engineering.
  - (a) Only first year students enrolled in the McMaster Faculty of Engineering are eligible to vote. These students shall only be eligible to vote for the representatives of the program that they are enrolled in
2. There shall be a nomination period of one week during which all interested first year students may submit their nomination forms to the Chief Returning Officer.
3. Elections shall be held in September.

### **2.3 By-Elections**

1. By-elections may be held to fill a vacancy in an elected office due to a reason other than the expiration of the term of office of the official in question.

- (a) A by-election need not be held to fill a vacancy if a position becomes vacant within the last eight weeks of the term of office of the elected official.
- 2. By-elections will be conducted with their own set of rules as follows:
  - (a) The nomination period shall last a minimum of 5 days (including weekend days)
  - (b) The campaign period shall last a minimum of 5 weekdays
  - (c) Polling shall immediately follow the campaign period

## **2.4 Eligibility for Elected Positions**

- 1. Candidates are not required to be MES members at the time of their campaign, but if elected they must become full members of the MES as detailed in the Constitution and must remain members for the duration of their term.
  - (a) Individuals may hold an elected position on the MES without holding an MES membership throughout their term. This exception shall be granted on a financial need basis at the discretion of the Chief Returning Officer.
- 2. Candidates for President must be registered in Level III or higher at the time of election.
- 3. Candidates for VPSL, VPA, VPX, VPC, VPI, and VPF must be enrolled in Level II or higher at the time of election.
- 4. Candidates for Program Representatives must be enrolled in the program they are campaigning for at the time of election
  - (a) In the case a program representative changes their enrolment program or resigns from their position, the seat will be immediately vacated. The Elections Committee will determine the election process for the vacated position.
- 5. In the case of a by-election for a Vice-President or Program Representative during the academic year, candidates must be enrolled in Level II or higher at the time of election.
- 6. Candidates for First Year Representative must be registered in Level I at the time of the election or by-election for that position.
- 7. All candidates must follow the rules set down in these bylaws, or in any other duly enacted document, and any rulings issued by the Elections Committee.
- 8. Eligibility exceptions can be made at the discretion of the Elections Committee.

## **2.5 Eligibility for Appointed Positions**

- 1. Chief Returning Officer candidates must have held at least one voting or appointed position on the MES Team for a complete term.
- 2. At least one Culture Coordinator(s) must be registered in Level III or higher at the time of their appointment.
- 3. Co-Orientation Coordinators must meet eligibility requirements, as outlined in 3.3.3).



## **2.6 Election Dates**

### **2.6.1 Election Dates**

All Society elections shall consist of three distinct periods of time: the nomination period, the campaign period and the election period.

1. The nomination period for all MES elections shall extend over at least 10 full days, during which classes are in session. Duly completed nomination forms shall only be accepted by the Chief Returning Officer during this period.
2. The campaign period for the presidential and general elections shall span a period of no less than 5 full weekdays during which classes are held. The weekend days enclosed by the campaign commencement and termination dates will be considered open for campaigning.
3. It is recommended that at least one day be scheduled between the close of nomination period and the commencement of campaign period.
4. The First Year Representative elections' campaign period shall span a minimum of 4 full weekdays during which classes are held. The weekend days enclosed by the campaign commencement and termination dates will be considered open for campaigning.
5. All casting of ballots for all MES elections shall be conducted immediately following the campaign period on a day in which classes are held. The McMaster undergraduate students in the Faculty of Engineering of the appropriate constituencies shall have an opportunity to cast ballots over a period of no less than five consecutive hours on the election day.
  - (a) For online polling, the balloting period must extend for a minimum of eighteen consecutive hours.
6. Election dates are set at the discretion of the Elections Committee.

## **2.7 Term of Office**

1. The term of office for the Directors and all Program Representatives, with the exception of the First Year and Bachelor of Technology Representatives, shall commence the day of the General Meeting, to be held in March of the year of election, upon ratification and terminate the day of the General Meeting to be held in March of the following year, upon ratification of the incoming MES Council.
2. The term of office of the First Year Representatives shall commence at the first MES Council meeting following their election, pending ratification by the MES Council, and terminate on the last day of class of that academic year.
3. The term of office of the Bachelor of Technology Representative shall commence at the first MES Council meeting after the conclusion of their election, pending ratification by the MES Council, and shall terminate after the election of the next Bachelor of Technology Representative in the following year.

4. The term of office for the Executive shall commence the day of the General Meeting, to be held in March of the year of election, upon ratification, and terminate on August 31 of the following year.
  - (a) The incoming President shall be referred to as the President-Elect, from their election in January until their ratification at the General Meeting in March.
  - (b) The Executive shall hold voting power commencing the day of the General Meeting, to be held in March of the year of election, upon ratification, and terminating the day of the General Meeting to be held in March of the following year, upon ratification of the incoming Executive.
5. An MES Council member cannot hold more than one voting position, on the MES Council, simultaneously. Should this occur, the MES Council member in question must resign from one of the positions.

## **2.8 Nominations**

1. All eligible McMaster undergraduate students in the Faculty of Engineering (see MES Bylaws Section C.1.1) wishing to run for any MES Council position open for election shall present an appropriate nomination form (see Appendix G) signed by the relevant amount of McMaster undergraduate students in the Faculty of Engineering, of the constituency in question, to the Chief Returning Officer during the nomination period.
  - (a) All executive and director positions (President, VPs, Directors) are required to have a minimum of 20 nomination signatures.
  - (b) All elected program representative positions are required to have a minimum of 10 nomination signatures.
2. If, at the conclusion of the nomination period there are no nominations for an MES Council position open for election, the Chief Returning Officer will make arrangements for by-elections to fill the vacancy.
  - (a) If, at the conclusion of the nomination period there is only one nomination for any MES Council position, an election for that position must still be held.
3. It is the responsibility of the Chief Returning Officer to ensure the publication of elected position nominees, in a timely fashion. This may be published to a page on the MES website, the MES Facebook page, or to another public forum accessible to any McMaster undergraduate students in the Faculty of Engineering.

## **2.9 Campaign**

### **2.9.1 Campaign Conduct**

1. All candidates must conduct their campaign according to the campaign rules as determined and set out by the Elections Committee.

2. Any violation of these rules will be reviewed by the Elections Committee and subject to its ruling, which may include disqualification.
3. Campaigning shall be defined as, but not limited to:
  - (a) Distribution of campaign materials;
  - (b) Speaking to classes, residences, student groups, or individuals for the purpose of presenting a platform as a candidate for a position;
  - (c) Sharing of website links or social media pages that are relevant to campaigns;
  - (d) Any action performed primarily for the purpose of seeking election.
4. Campaign material is defined as, but is not limited to:
  - (a) Campaign posters
  - (b) Campaign swag/apparel
  - (c) Social media pages or events, including any relevant posts, photos or documents contained therein
  - (d) Personal campaign websites
5. To promote the election and increase voter turnout, all campaign material must include:
  - (a) the MES logo
  - (b) the date and location of polling
  - (c) the position for which the candidate is seeking election
6. All campaigning shall be in good taste (no promoting violence, substance abuse or discrimination) and fairly conducted with courtesy to other candidates. No slander or libel will be tolerated.

### **2.9.2 Closure of Campaign Period**

1. Candidates are to cease campaigning once the campaign period has ended and voting has begun.
2. Once the campaign period has ended, no more campaign material may be posted by the candidate or their campaign team. Any campaign materials posted prior to the closing of the campaign period may remain visible and available in order to keep voters informed of candidates and their intentions. The candidates are still expected to abide by the campaign rules, determined by the Elections Committee.
3. Campaign posters must be removed within 24 hours after the polls close.

### **2.9.3 Campaign Team**

1. Candidates choosing to recruit a campaign team must submit names and emails of all members of their campaign team to the Elections Committee.

2. Campaign team members are the responsibility of the candidate, and must follow all election rules and procedures.
3. At the discretion of the Elections Committee, MES members that are actively campaigning for a specific candidate will be added to that candidate's team.

#### **2.9.4 Campaign Posters**

1. The content and placement of the campaign posters should follow MSU guidelines.
2. The Chief Returning Officer must vet and approve all campaign posters to ensure the required information is included.
3. The Chief Returning Officer shall be responsible for obtaining the MSU Underground's approval of all campaign posters.
4. Only masking tape, regular staples and tacks are used to put up posters on appropriate boards. Only masking tape shall be used to put up posters on appropriate walls. Duct tape, packing tape, glue, staple guns, etc. are prohibited.
5. Candidates may not use physical posters or banners that exceed 11" x 17" inches.
6. Upon submission of receipts, up to a maximum of \$5 will be reimbursed to candidates. This is to ensure that all candidates have equal opportunity to campaign via printed posters.

#### **2.9.5 Online and Social Media Campaigning**

1. All digital campaign materials must follow the guidelines of campaign conduct.
2. The Elections Committee may modify the rules of social media campaigning, as long as notice is duly given to candidates and the bylaws are amended accordingly at subsequent Council meetings.
3. Digital campaigning must be carried out in a manner where candidates do not spam or otherwise make their candidacy announced without direct interaction from potential voters. Digital campaigning must also minimize the leverage of a candidate's existing connections and networks. This includes, but is not limited to, the following:
  - (a) Creating new, alternate, or throwaway accounts
  - (b) Modifying the handle, tag, username, status, or equivalent to refer to their candidacy
  - (c) Receiving endorsements or having posts reshared by MES Groups
4. Digital campaigning must be carried out in a manner where candidates do not campaign in group chats or any situation where it would be considered spam if all candidates proceeded to campaign in a similar manner. This would include, but is not limited to:
  - (a) Announcing candidacy on Reddit, Discord, or other platforms

- (b) Announcing candidacy in academic or social group chats
- 5. Approved digital campaigning includes, but is not limited to the following:
  - (a) Creating a personal webpage or website
  - (b) Changing the viewability of your account to public
  - (c) Modifying the bio, about me, or equivalent section of profile, given that potential voters cannot view this without directly navigating to your profile.
  - (d) Sharing posts created by the MES
  - (e) Creating posts, memes, stories, reels, videos, or other content
  - (f) Asking Discord server moderators to announce MES Elections are happening, given there is no acknowledgement of the candidate
- 6. The Elections Committee can approve any digital campaign materials by request of a candidate. Candidates are encouraged to err on the side of caution.

### **2.9.6 Other Campaign Procedures**

- 1. Presidential candidates may submit a statement no longer than 500 words to the Chief Returning Officer by the end of the first day of the campaign period. These statements will be posted on the MES website and on other MES social media.
- 2. Candidates in general elections may submit a statement no longer than 250 words to the Chief Returning Officer by the end of the first day of the campaign period. These statements will be posted on the MES website and on other MES social media.
- 3. Candidates must submit all expenses made during the election to the Chief Returning Officer, with receipts. The total amount of campaign expenses per candidate may not exceed \$50 during any election. Candidates shall not be reimbursed for any campaign expenses, except for the \$5 poster printing stipend, as outlined above in MES Bylaws Section 2.9.4.
- 4. When candidates are campaigning in lectures they shall consult the professor prior to the class and must get permission to do the campaign presentation.

## **2.10 Elections Committee**

- 1. The Elections Committee shall consist of the Chief Returning Officer as a non-voting chair, the Equity and Inclusion Officer, the VPSL, and the President. If any member of the Elections Committee is seeking office in an MES election or demonstrates an obvious bias to any one candidate, the MES Executive shall appoint an unbiased MES Council member who is not seeking election.
- 2. The Elections Committee shall meet prior to the first of September of each year to set the dates for all elections. These dates shall be made ready for advertisement to all McMaster undergraduate students in the Faculty of Engineering once the dates are set.

3. For all MES elections, the Elections Committee shall:
  - (a) Post a list of all available positions to be filled and a summary of their duties prior to the nomination period.
  - (b) Post all election notices on the MES website, and on other social and physical media.
  - (c) Review and update the campaign rules and inform candidates of the campaign rules during their respective nomination periods.
  - (d) Pass judgment as to the eligibility of all the candidates (see MES Bylaws Section 2.4), and ensure that correct nomination procedures have been followed.
  - (e) Ensure that all campaign materials are in accordance with MSU regulations.
  - (f) Not engage in the campaign of any candidate(s).
  - (g) Be responsible for drawing up the official ballot for all MES elections.
  - (h) Be responsible for running all elections in accordance with the MES Bylaws Section 2.
  - (i) Post the names of all successful candidates as soon as they are known. Except for presidential candidates, which will be announced at Fireball.
  - (j) Take any corrective or disciplinary actions necessary with regard to electoral rule violations of any type, as outlined in this or any other duly enacted document, with the provision that the MES Executive, excepting any members thereof directly affected by the matter in question, shall act as the final arbitrator in all disputes.
  - (k) Prepare a post-election report detailing the precise results of the election and the nature of actions taken in regard to any protests, disputes, and/or rule contraventions during the course of the election. Such a report must be prepared after every MES election and submitted to the MES Council.

## **2.11 Election Procedures**

1. Voting for elections may be conducted online. If elections are held online and more than one candidate is running for the same position, a single transferable voting system shall be used.
2. An election shall be declared invalid if:
  - (a) The Elections Committee rules that the number and seriousness of election rule and procedure infractions that may have affected the election results warrants the invalidation of the election.
3. There must be both a non-confidence and an abstain voting option on the ballots of all MES elections.
4. The candidate receiving the greatest number of valid votes for a given position shall be declared elected to that position, subject to ratification.
5. In the case of a tie, the Chief Returning Officer shall reopen the campaign period for the tied position for a period of at least four days. Only those candidates who tied

will be allowed to campaign again. An additional voting day, immediately following the second campaign period, will be opened up to all McMaster undergraduate students in the Faculty of Engineering of the constituency in question

6. In the event that a member of the MES will not be able to vote on the day of an election, they may vote in advance. It is the responsibility of the voter to make proper arrangements as listed below:
  - (a) An advance vote must be made in the presence of the Chief Returning Officer and one other Elections Committee member.
  - (b) After the vote is completed, the Chief Returning Officer and Elections Committee member will both initial the ballot and place it in the advance poll envelope.
  - (c) Any ballot placed in the advance poll envelope shall not be interfered with in any way. The ballots must only be removed from the envelope while the entire Elections Committee is present, to add the votes as recorded on the ballots to the election results.
  - (d) The advance poll envelope shall be the responsibility of the Chief Returning Officer

## **3 Appointed Positions**

### **3.1 Appointed Positions**

The following positions are members of the MES Team, but do not have voting rights.

#### **3.1.1 DW Lounge Coordinator(s)**

The DW Lounge Coordinator(s) shall:

1. Be responsible for monitoring the television and microwave at least three times a week to ensure no damage has occurred.
2. Ensure the following activities will occur on a regular basis:
  - (a) Expired posters will be taken down.
  - (b) Microwave will be wiped clean.
  - (c) Chairs and couches will be arranged neatly.
  - (d) Maintain lounge supplies.
3. Carry out a complete cleaning of the DW Lounge at the end of each semester. This will entail dusting couch cushions, washing the floor, polishing furniture, cleaning the microwave and the windows, taking down expired decorations, and refreshing the air.
4. Be responsible for all cleaning except for the duties of Facility Services staff. Facility Services is ONLY responsible for collecting garbage and recycling daily, as well as for sweeping and mopping the floor.

5. Propose expenditures for the lounge budget.
6. Report to the VP Internal.
7. Be a position held by a maximum of two people.

### **3.1.2 Chief Returning Officer**

The Chief Returning Officer shall:

1. Act as an unbiased chair for MES Council Meetings and General Meetings.
2. Maintain order and integrity in all MES Council Meetings and General Meetings in accordance with the MES Robert's Rules of Order (see MES Bylaws Section 6).
3. Update the MES Policy Manual, Bylaws, and Constitution to reflect changes approved at MES General Meetings or Council Meetings.
4. Coordinate all MES elections as outlined in MES Bylaws Section 2.
5. Chair the Elections Committee (see MES Bylaws Section 2.10).
6. Chair the Awards Selection Committee (see MES Bylaws Section 4.4.2).
7. Meet eligibility criterias as outlined in MES Bylaws Section 3.3.4
8. Report to the President.
9. Be a position that must only be held by one person.
10. Not hold any voting position within the MES Council.

### **3.1.3 Co-Orientation Coordinators**

The Co-Orientation Coordinators shall:

1. Meet eligibility criteria and be appointed by a selection committee as outlined in MES Bylaws Section 3.3.3.
2. At least one of the Co-Orientation Coordinators must have previously served for at least one year on the Orientation Planning Committee
3. Be familiar both with the MES and with the Engineering Welcome Week.
4. Chair the Orientation Planning Committee and select its members (see MES Bylaws Section 4.2).
5. Organize all events occurring during Welcome Week (See Policy Manual Special Events).
6. Work with the President and VPC to create the Summer Mail-Out, the WW promotional campaign, and to develop a social media plan for WW.
7. Submit a follow up report and evaluation of Welcome Week to both the MES and the Student Success Centre before the end of September.



8. Attend or delegate core meetings and training sessions provided by the Student Success Centre.
9. Report to the President.
10. Be a position that must be held by two people.

#### **3.1.4 Culture Coordinator(s)**

The Culture Coordinator(s) shall:

1. Coordinate events with the DoE.
2. Ensure that McMaster Engineering traditions are maintained.
3. Build ties with engineering alumni and, if possible, organize speakers/speeches regarding McMaster Engineering culture and tradition when appropriate.
4. Chair the Culture Committee (see MES Bylaws Section 4.4.14).
5. Initiate and respond to any interuniversity prank with the approval of the MES President, faculty, and the ESSCO Rascallions.
6. Serve on the Student Life Committee, (see MES Bylaws Section ??).
7. Periodically suggest updates to the Culture section of the MES website.
8. Responsible for organizing the following events;
  - (a) Academic Flush
  - (b) Oktoberfest
  - (c) Santa Hog
  - (d) MES attendance at the Hamilton Santa Claus Parade
  - (e) MES Canada Day on the weekday closest to January 23rd
  - (f) Pi Day
  - (g) Movember Charity initiative
9. Responsible for ensuring the continued operation of the Iron Ring Clock.
10. Responsible for creating new culture items that will benefit the MES, in addition to maintaining past culture items, including:
  - (a) Flush Toilet
  - (b) MES Podium
11. Meet the eligibility criteria, as outlined in C.6.a
12. Report to the President.
13. Be a position held by a maximum of three people.

**3.1.5 Drain Coordinator(s)**

The Drain Coordinator(s) shall:

1. Recruit a suitable staff of volunteers.
2. Train all employees at the beginning of their term.
3. Develop creative ideas for new apparel and merchandise.
4. Organize times for the sale of leather jackets, and help the companies in charge of these items with the sales process, including receiving any deliveries.
5. Collect and record all payments from students for the purchase of leather jackets.
6. Keep accurate and regular records of inventory.
7. Make cash deposits into the MES safe on a daily basis so that the cash in the Drain does not exceed \$200 at the end of each day, to a maximum of \$50 in coins and \$150 in cash.
8. Ensure that all deposits in the MES safe are properly labelled with the source of income, amount, and date deposited.
9. Be responsible for delegating the opening and closing of the Drain.
10. Arrange for the Advertising Committee to promote sales and other campaigns.
11. Consult with suppliers, students, and the VPF about upcoming campaigns (i.e. new paraphernalia).
12. Keep the Drain neat and organized.
13. Coordinate the sale of event tickets by Drain staff with the DoE.
14. Keep a record of all sales (both ticket and item) made, via regular inventory checks and consolidating the Square sales records. A record of ticket sales is to be kept on the event sheet provided by the DoE.
15. Report to the VPF.
16. Be a position held by a maximum of three people.

**3.1.6 Equity, Diversity and Inclusion Officer(s)**

The Equity, Diversity and Inclusion Officer(s) shall:

1. Provide specific equity consultations for Team members during the planning process of events and initiatives. Focus should be given to:
  - (a) Accessibility
  - (b) Inclusion
  - (c) Diversity

2. Provide general resources for MES Team members and MES clubs and teams to utilise when running events to ensure equity.
3. Analyze and update MES policy to be equitable.
4. Sits on the Election Committee (see MES Bylaws Section 4.4.6).
5. Chair the Equity Committee (see MES Bylaws Section 4.4.20):
  - (a) Train Equity Committee on equity and inclusion.
  - (b) Have bi-monthly meetings with members, or receive and review reports from members on matters of equity and inclusion within their committees.
6. Train the MES Team at the following meetings:
  - (a) Big Team Meeting
  - (b) Fall Kick-Off
  - (c) SAGM I
  - (d) SAGM II
7. Build and run equitable hiring practices training for the Executive, Directors, and MES Groups:
8. Build and run additional EDI training for the entire MES Council, at the discretion of the EDI Officer.
9. Create an EDI library of pre-recorded training sessions for the MES and its constituents. These sessions are to be distributed upon request.
10. Report to the President.
11. Be a position held by a maximum of two people.
12. Not hold any other position on the MES Council.

### **3.1.7 Fireball Coordinator(s)**

The Fireball Coordinator(s) shall:

1. Organize all aspects of the Fireball dinner, foremost:
  - (a) Booking the reception hall
  - (b) Catering
  - (c) Selling tickets
  - (d) Decorations at dinner
  - (e) Arrange speakers list
2. Work with the Awards Selection Committee to procure all Fireball award plaques once the recipients have been determined.
3. Organize event ticket sales with the Drain Coordinator(s).

4. Arrange for the Advertising Committee to promote sales and other campaigns.
5. Report to the DoE.
6. Be a position held by a maximum of three people.

### **3.1.8 Information Technology Coordinator(s)**

The Information Technology Coordinator(s) shall:

1. Ensure the accessibility of all MES records, assisted by the Administrator and the Website Coordinator(s).
2. Maintain the organization of information and streamline the UI interface of the MES website (macengsociety.ca) in coordination with the Website Coordinator(s) in accordance with the guidelines set out in MES Bylaws Section 11.2.
3. Maintain the MES Google Workspace and the email service and mailing lists.
4. Ensure the transition of Council, Appointed Positions, or other relevant parties onto MES electronic communication platforms. Including MES Microsoft Teams, and Google Workspace.
5. Look after MES computer needs, including maintenance and installation of the machines in the MES Office.
  - (a) The Information Technology Coordinator(s) must be consulted on the purchases of new hardware for the MES computers.
  - (b) The software on the MES computers is at the discretion of the Information Technology Coordinator(s) or any member of the MES Executive and should be used for official MES business only.
6. Take appropriate action to protect passwords for the MES server, mailing lists, MES Office computer, and any other MES passwords.
7. Develop protocols for the upkeep of MES technologies and technical platforms.
8. Prepare an interim progress report and transition report (see Appendix J).
9. Report to the VP Internal.
10. Be a position held by a maximum of two people.

### **3.1.9 Wellness Coordinator(s)**

The Wellness Coordinator(s) shall:

1. Chair the Wellness Committee (see MES Bylaws Section 4.4.17).
2. Plan and execute events related to student wellness, education, and stress relief.
3. Create social media initiatives to engage students.
4. Report to the VPSL.

5. Be a position held by a maximum of three people.

#### **3.1.10 Kennedy Coordinator(s)**

The Kennedy Coordinator(s) shall:

1. Organize all aspects of the Kennedy dinner, foremost:
  - (a) Booking the reception hall
  - (b) Catering
  - (c) Selling tickets
  - (d) Decorations at dinner
  - (e) Arrange speakers list
  - (f) Invite appropriate faculty guests
2. Coordinate with each program representative, program society, VPSL, DoE, Faculty, and University Health and Safety to plan, approve, and clean up all Kennedy pranks to ensure only safe and appropriate pranks are created.
3. Report to the DoE.
4. Be a position held by a maximum of three people.

#### **3.1.11 macLAB Chair**

The macLAB Chair shall:

1. Advertise the benefits of the macLAB Fund, and administer the opt-out period on behalf of the MES, in accordance with macLAB Bylaws (see McMaster Laboratory Advancement Benefaction Endowment Fund Bylaws).
2. Chair the macLAB board of directors
3. Create plaques to be placed beside funded program projects.
4. Report to the VPA.
5. Be a position that must only be held by one person.

#### **3.1.12 McMaster Engineering Competition Chair(s)**

The McMaster Engineering Competition Chair(s) shall:

1. Have prior experience with the MEC, either as a member of the MEC Committee or as a volunteer.
2. Be ultimately responsible for MEC.
3. Chair the MEC Committee (see MES Bylaws Section 4.4.13).
4. Be responsible for recruiting/selecting members for the MEC Committee before the end of April alongside the VPA.

5. Hold at least one MEC Committee meeting before the end of April.
6. Ensure that MEC is held in advance of the Ontario Engineering Competition such that sufficient time is allowed for judging and registration of successful competitors for the Ontario Engineering Competition.
7. Hold weekly MEC Committee meetings starting the second week of September.
8. Liaise with Engineering Competition Chairs at other universities and the Ontario Engineering Competition Organizing Committee.
9. Update the VPA on the MEC Committee's progress at least once per month and provide a progress report to the MES Executive in July, September, and November.
10. Keep an official journal of progress for transitional purposes.
11. Meet with winning teams to brief them and ensure professional representation at the Ontario Engineering Competition.
12. Organize a post competition training workshop for the winning competitors.
13. Work with the VPX to organize transportation, delegate fees, and all correspondence with the Ontario Engineering Competition and the Canadian Engineering Competition Organizing Committees for winning competitors of MEC attending the Ontario Engineering Competition and/or the Canadian Engineering Competition.
14. Report to the VPA.
15. Be a position held by a maximum of two people.

### **3.1.13 Trailer Coordinator(s)**

The Trailer Coordinator(s) shall:

1. Coordinate and record all MES rental activities and bookings for the MES Trailer.
2. Complete a training course taught and evaluated by the previous Trailer Maintenance Coordinator(s).
3. Be responsible for ensuring that groups using the MES Trailer are aware of how to safely operate it.
4. Be responsible for the three sets of keys to the MES Trailer, and supply one set of keys to the VPF.
5. Establish regular maintenance schedules and complete all necessary repairs efficiently and in a timely manner.
6. Document all maintenance completed, related purchases, and complete proper paperwork for MES records.
7. Enforce the MES Trailer policy (see MES Bylaws Section 11.6) and report all violations to the MES Executive.

8. Have the authority, on behalf of the Executive, to refuse use of the MES Trailer to a particular person or group.
9. Be responsible for collecting fees on behalf of the MES should the trailer be used on any toll routes.
10. Get the MES Trailer inspected and licensed annually in September.
11. Ensure all clubs and teams renting the Trailer complete the appropriate forms and provide the appropriate deposits.
12. Report to the VP Internal.
13. Be a position held by a maximum of two people.

#### **3.1.14 Plumblin Editor(s)**

The Plumblin Editor(s) shall:

1. Produce a minimum of four issues of the Plumblin (see MES Bylaws Section 11.1.4).
2. Have an electronic copy of the Plumblin available for download on the MES website, on or prior to the day of hardcopy release.
3. Report to the Publications Editor.
4. Be a position held by a maximum of two people.

#### **3.1.15 Frequency Editor(s)**

The Frequency Editor(s) shall:

1. Chair the Newsletter Committee (see MES Bylaws Section 4.4.10).
2. Publish and distribute the Frequency quarterly to the McMaster Engineering undergraduate student body (see MES Bylaws Section 11.1.5).
3. Actively seek contributions.
4. Report to the Publications Editor.
5. Be a position held by a maximum of two people.

#### **3.1.16 Handbook Editor(s)**

The Handbook Editor(s) shall:

1. Be appointed in October to allow for a longer time to accumulate material for the Engineering Handbook.
2. Compile the Engineering Handbook.
3. Keep in mind that the primary targets for the Engineering Handbook are first year students.

4. Keep the Engineering Handbook free of any discriminatory material.
5. Use the Engineering Handbook to pass down McMaster Engineering traditions and information to first year students in a useful and humorous way (see MES Bylaws Section 11.1.6).
6. List the annual MES awards in the Handbook along with a description of each award (see MES Bylaws Section 12.2).
7. List a calendar of events, conferences, and competitions as supplied by the VPX and VPSL.
8. List all of the involvement opportunities within McMaster Engineering.
9. Report to the Publications Editor.
10. Be a position held by a number of individuals decided at the discretion of the Publications Editor and VPC.

### **3.1.17 Publications Editor**

The Publications Editor shall:

1. Oversee the organization, production, and editing of the following publications:
  - (a) Frequency
  - (b) Plumbline
  - (c) Handbook
2. Enforce the Editorial Policy for all MES publications (see MES Bylaws Section 11.1.3).
3. Chair the Editorial Review Committee to enforce and review Editorial Policy (see MES Bylaws Section 4.4.5).
4. Coordinate with the Website Coordinator(s) to maintain and update online publications.
5. Prepare an interim progress report and transition report (see Appendix J).
6. Ensure all publications are reviewed by the President and the Equity and Inclusion Officer prior to publishing.
7. Work with the Sustainability Coordinator(s) to ensure sustainable practices in the printing of our publications.
8. Sit on the Advertising Committee.
9. Work with the Advertising Committee to actively search for more ways to promote MES productions to the McMaster Engineering student body.
10. Report to the VPC.
11. Supervises the following positions:



- (a) Handbook Editor(s)
- (b) Frequency Editor(s)
- (c) Plumbline Editor(s)

12. Be a position held by a maximum of one person.

### **3.1.18 Professional Development Coordinator(s)**

The Professional Development Coordinator(s) shall:

1. Chair the Professional Development Committee (see MES Bylaws Section 4.4.15)
2. Collaborate with the Professional Development Committee and the MES Executive to bring forward new professional development initiatives
3. Organize event demographic and feedback collection in collaboration with the Data Coordinator(s).
4. Report to the VPA.
5. Be a position held by a maximum of two people.

### **3.1.19 Leadership Development Conference Coordinator(s)**

The Leadership Development Conference Coordinator(s) shall:

1. Chair the Leadership Development Conference
2. Collaborate with the Leadership Development Conference Organizing Committee, Professional Development Committee (?), and the MES Executive to bring forward a conference surrounding Leadership Development
3. Organize event demographic and feedback collection in collaboration with the Data Coordinator(s)
4. Report to the VPX
5. Be a position held by a maximum of two people.

### **3.1.20 Administrator**

The Administrator shall:

1. Be the custodian of all MES records, assisted by the IT Coordinator(s).
2. Within one month of the start of each term, schedule and advertise:
  - (a) MES Council meeting dates and times
  - (b) MES Executive office hours' dates and times
3. Collect event dates and details from Team members and update the MES calendar. All calendar events should have the following:

- (a) Name
  - (b) Event description
  - (c) Event location
  - (d) Relevant sign-up and advertising links
  - (e) Relevant contact person with their contact information
4. Collect and distribute all internal MES correspondence
  5. Take and distribute the minutes and agendas of all MES Council and General Meetings. Council minutes shall be made available for review and continuity in a public forum within a week after the meeting has occurred
  6. Forward motions for funding to the VPF as they are received
  7. Be responsible for sending out MES Council meeting agendas ahead of each MES Council and General Meeting
  8. Be responsible for ensuring the public accessibility MES Council meeting minutes on the MES website within one week of the meeting.
  9. Record attendance at MES Council meetings and enforce the Attendance Policy (see MES Bylaws Section 5.2.2).
  10. Maintain the MES Office, including the purchasing of resources such as stationary, letterhead, business cards, and other office supplies (see MES Bylaws Section 11.5.4).
  11. Report to the VP Internal.
  12. Be a position held by a maximum of one person.

### **3.1.21 Graphic Designer(s)**

The Graphic Designer(s) shall:

1. Design graphics for various platforms and mediums for each MES advertising campaign as requested.
2. Complete other design projects as requested by the MES Executive.
3. Be knowledgeable about advertising, graphic design, and the requirements for common advertising avenues (ie. MSU poster guidelines, JHE Lobby TVs, Hatch TVs, Charging Station, file types and formats)
4. Ensure that designs are created in a timely manner.
5. Be responsible for creating a design to the client's specification
6. Develop and encourage new initiatives to increase exposure and effectiveness of advertising techniques
7. Create promotional videos for advertisement campaigns as requested by the MES Executive.

8. Report to the VPC.
9. Be a position held by a number of individuals decided at the discretion of VPC.

### **3.1.22 External Conference or Competition Chair(s)**

Conference or Competition Chair(s) are to be established as seen fit by the MES Executive to run an Engineering Students Societies' Council of Ontario (ESSCO) or Canadian Federation of Engineering Students (CFES) event. If there are multiple conferences or competitions being planned at McMaster at the same time, all chairs shall hold appointed positions on the MES.

The Conference or Competition Chair(s) shall:

1. Be in charge of organizing an ESSCO or CFES conference or competition at McMaster, after successfully winning a bid.
2. Be ratified at the General Meeting immediately following their successful bid.
3. Give a final presentation at the General Meeting immediately following the conclusion of the conference or competition.
  - (a) Upon completion of this presentation, the chair(s) will have completed their term as an appointed position on the MES.
4. Report to the VPX.

### **3.1.23 Sports Coordinator(s)**

The Sport Coordinator(s) shall:

1. Organize team sports events both internal and externally to the MES.
2. Chair the Sports Committee (see MES Bylaws Section 4.4.12).
3. Encourage participation in intramurals and program team competitions.
4. Maintain contact, through the VPX, with other engineering schools to coordinate inter-school challenges.
5. Publicize all relevant sporting tournaments in MES publications.
6. Prepare an events schedule at the beginning of their term to be published in the Engineering Handbook.
7. Initiate at least one new activity; such as a weekend trip, a hosted tournament, or a homecoming activity.
8. Coordinate support and involvement in MES-sponsored sports teams with the VPSL.
9. Organize the annual Ratboy Memorial Soccer Tournament and initiate/coordinate other intrafaculty sports tournaments.
10. Organize and maintain the collection of sports equipment rentals in the MES office.

11. Review and approve funding requests for intramural sports teams (see MES Bylaws Section 9.3.5) and forward to the VPF.
12. Report to the DoE.
13. Be a position held by a maximum of three people.

#### **3.1.24 Gerald Hatch Centre Student Coordinator(s)**

The Gerald Hatch Centre Student Coordinator(s) shall:

1. Act as a liaison between the MES and the McMaster Faculty of Engineering for issues relating to the Gerald Hatch Centre.
2. Serve on the Hatch Operations Committee (Faculty Committee).
3. Be responsible for the Hatch Booking System.
4. Work with VPI and DoC to organize meeting times and space allocations for MES Groups, Clubs, and Teams in the Gerald Hatch Centre.
5. Allocate Gerald Hatch Centre 2nd floor lockers to Capstone Project groups.
6. Be responsible for organizing renovations and improvements to the Gerald Hatch Centre, including those to the Drain or the DW Lounge.
7. Be responsible for troubleshooting the Via Kramer system in the Hatch 2nd floor Meeting Rooms.
8. Be responsible for troubleshooting and ensuring functionality of the Hatch TVs.
9. Update the Hatch Procedural Manual, when needed.
10. Report to the VP Internal.
11. Be a position held by a maximum of two people.

#### **3.1.25 Data Coordinator(s)**

The Data Coordinator(s) shall:

1. Create forms to collect demographic data on the attendees of MES events and services.
2. Expand the data collection capabilities of the MES to improve the information sharing ability of the organization.
3. Organize an annual membership survey to collect information on the success of the MES in representing its membership.
4. Organize and analyse the information collected to provide insights on the current trends of the MES' membership.
5. Consult with the MES Executive at least once per semester prior to publishing that semester's report.

6. Create and publish a data report once a term after presenting it to council.
7. Report to the VP Internal.
8. Be a position held by a maximum of three people.

### **3.1.26 Mentorship Coordinator(s)**

The Mentorship Program Coordinator(s) shall:

1. Recruit upper year students into the MES Mentorship Program as mentors.
2. Advertise the MES Mentorship Program to incoming first year students as a potential resource.
3. Maintain a database of all current mentors and mentees involved in the MES Mentorship Program.
4. Match up incoming mentees to mentors before the end of September.
5. Plan applicable monthly themes for the MES Mentorship Program to assist mentors in reaching out to their mentees.
6. Organize at least three events throughout the year, one of which should be during Back2School Week as a kickoff event.
7. Be the main point of contact for all mentors volunteering for the MES Mentorship Program.
8. Reach out to alternative mentorship programs running under the Faculty of Engineering to develop ties between the programs.
9. Report to the VPA.
10. Be a position held by a maximum of three people.

### **3.1.27 Sustainability Coordinator(s)**

The Sustainability Coordinator(s) shall:

1. Oversee the sustainability section of the University Health and Safety submission form. This both involves updating the questions and resources attached as needed, as well as providing feedback to groups who submit forms on how they can make their events more sustainable.
2. Work with the DoE to improve the sustainability of MES events.
3. Evaluate what resources the MES can provide to make events more sustainable, and work to provide to improve the sustainability of subsidiaries' events and operations.
4. Work with the Rental Coordinator(s) to ensure that subsidiaries are aware of available sustainability related resources such as the water jugs, kettle, etc.
5. Organize a battery collection drive and electronics collection drive at least once a year.

6. Chair the Sustainability Committee (see MES Bylaws Section 4.4.18).
7. Carry out the goals and support the events and ideas brought forward by the Sustainability Committee.
8. Work with other MES members, including appointed positions, to run regular MES programming and operations in a more sustainable manner.
9. Actively search for ways that the MES can improve its sustainability.
10. Report to the Vice President, Internal.
11. Be a position held by a maximum of two people.

### **3.1.28 Social Media Coordinator(s)**

The Social Media Coordinator(s) shall:

1. Coordinate all social media posts promoting MES initiatives. These platforms include but are not limited to Facebook, Instagram, Snapchat, Twitter, TikTok, and LinkedIn.
2. Promote Program and External Opportunities on social media platforms as appropriate.
3. Update the MES website with new content including, but not limited to, the Events Calendar, Home Page Themes, and Special Webpages.
4. Actively search for new ways that the MES can reach a broader audience.
5. Coordinate with the Administrator to make meeting minutes available to the public.
6. Lead the National Engineering Month campaign with VPX.
7. Report to the VPC.
8. Be a position held by a number of individuals decided at the discretion of VPC..

### **3.1.29 Content Coordinator(s)**

The Content Coordinator(s) shall:

1. Produce videos to promote MES ongoing.
2. Ensure that all videos are relevant to the MacEng student body and reflect the MES in a positive light.
3. Work with the Social Media Coordinator(s) to cross-post videos on TikTok and Instagram.

### **3.1.30 Student Projects Coordinator(s)**

The Student Projects Coordinator(s) shall:

1. Maintain the integrity of the Special Projects Fund, and strive to fulfill its intended purpose.
2. Create and implement methods of receiving applications, tracking the progress of all current projects, and showcasing all current and past projects
3. Approve Special Projects funding applications for less than \$500, once a majority vote from the VPSL, the VPF, and the President is reached.
4. Coordinate with the VPF to ensure Special Projects funding recipients receive reimbursements.
5. Coordinate with the Frequency Editor's to have articles published in the Frequency for all projects greater than \$1000.
6. Report to the President
7. Be a position held by a maximum of two people.

### **3.1.31 Sponsorship Coordinator(s)**

The Sponsorship Coordinator(s) shall:

1. Work with the VPF to budget for expected sponsorship revenue throughout the upcoming year.
2. Work with the Advertising Committee to maintain an up-to-date sponsorship package.
3. Reach out to grassroots businesses regarding sponsorship opportunities for the MEScard.
4. Act as the primary point of contact for any MES sponsors throughout the sponsorship relationship.
5. Maintain a database of long-term sponsors of the MES.
6. Maintain relationships with long-term sponsors of the MES.
7. Assist MES Clubs and Teams' sponsorship organizers in maintaining and acquiring sponsorship and corporate relationships.
8. Report to the VPC.
9. Be a position held by a maximum of two people.

## **3.2 Transition**

### **3.2.1 Objectives**

The objectives of transition are to:

1. Effectively transfer the duties, goals and initiatives from outgoing to incoming MES Team members and ensure continuity within the MES.
2. Establish both short and long term mandates for individual MES Team positions and for the MES to promote momentum for traditional activities and new opportunities.
3. Generate spirit and enthusiasm for incoming MES Team members to maintain or enhance current MES standards and traditions.
4. Provide some professional development activities for MES Team members.
5. Give MES Team members a chance to interact on both a professional and a social level.

### **3.2.2 Transition Reports**

Transition reports for each elected and appointed position are stored on the Google Drives of the MES Executive as well as the position holder. The reports shall be updated informally throughout the year by the position holders to include any challenges or new initiatives for the position. The reports will also be formally updated at the end of January by the MES Executive through the transition interview as described in the MES Bylaws Section 3.2.3.

### **3.2.3 Team Transition Process**

The transition process consists of the following:

1. General Transition Protocol:
  - (a) The transition process shall be overseen by the Chief Returning Officer and the outgoing President.
  - (b) The Chief Returning Officer shall ensure that there is at least a one week break between all positions' exit interviews and the start of the general elections.
  - (c) The Chief Returning Officer shall ensure that there is at least a two week break between the end of general elections and SAGM II to ensure sufficient time for transition meetings.
2. Exit Interviews
  - (a) All elected and appointed positions shall receive an interview with the Chief Returning Officer, the outgoing President, and the incoming President.
  - (b) Interviews will be conducted prior to the ratification of the incoming Council at the winter general meeting.
  - (c) The interviews will be conducted to update the transition documents as well as determine any changes to the responsibilities of the position, new challenges faced by the position or any initiatives started by the holder of the position.
  - (d) Information collected from these interviews shall be used to update the advertisements and descriptions of each position, if applicable.



### 3. Transition Meetings

- (a) An MES Council meeting consisting of the current MES Council as well as their elected successors shall be held between the end of elections and SAGM 2.
- (b) The purpose of this meeting will be to introduce the incoming MES Council members to the structure of MES meetings, and to give them an opportunity to meet and go over their transition documents with their predecessors. If either the outgoing or incoming member is unable to attend this meeting, it is the responsibility of the outgoing member to arrange a meeting with the incoming member, to go over the transition documents.

### 4. Transition Social

- (a) A social event shall be planned by the outgoing VPSL for the days following the Transition Meeting.
- (b) All members of the outgoing and the incoming MES Team shall be invited.
- (c) This shall serve as an informal setting in which the new MES Team can ask more questions of their predecessors and meet other members of the incoming MES Team.

## 3.3 Appointed Positions

### 3.3.1 Appointment Procedure

- 1. All interested candidates must complete an online application form once it is available by a deadline set at the discretion of the MES Executive.
- 2. The MES Executive, Directors, and in some cases, the MES Team member currently holding the position sought, will review the applications, and applicants will be contacted for interviews during the following week. Interviews and selections will be conducted by the MES Executive and in some cases, the Directors and the outgoing position holder.
- 3. Candidates are not required to hold an MES membership before applying for an appointed position. However, appointed positions are required to hold an MES membership for the primary academic year in which they hold the position.
  - (a) Individuals may hold an appointed position on the MES without holding an MES membership throughout their term. This exception shall be granted on a financial need basis at the discretion of the Chief Returning Officer.

### 3.3.2 Regular Appointed Positions

The following positions will be appointed after the general elections using the appointment procedure (see MES Bylaws Section 3.3.1):

- 1. Administrator
- 2. Bus Monitor Lead

3. Chief Returning Officer
4. Culture Coordinator(s)
5. Data Coordinator(s)
6. Drain Coordinator(s)
7. DW Lounge Coordinator(s)
8. Equity and Inclusion Officer
9. Fireball Coordinator(s)
10. Frequency Editor(s)
11. Gerald Hatch Centre Student Coordinator(s)
12. Graphic Designer(s)
13. Information Technology Coordinator(s)
14. Kennedy Coordinator(s)
15. Professional Development Coordinator(s)
16. Leadership Development Committee Coordinator(s)
17. macLAB Chair
18. Mentorship Coordinator(s)
19. Plumbline Editor(s)
20. Publications Editor
21. Social Media Coordinator(s)
22. Student Projects Coordinator(s)
23. Sponsorship Coordinator(s)
24. Sports Coordinator(s)
25. Sustainability Coordinator(s)
26. Trailer Coordinator(s)
27. Website Coordinator(s)
28. Wellness Coordinator(s)
29. Photographer/Videographer(s)

### 3.3.3 Co-Orientation Coordinators

The following is the procedure for selecting the Co-Orientation Coordinators:

1. Eligibility
  - (a) Co-OCs must apply in pairs.
  - (b) Co-OCs pairs must both be registered in level 3 or above.
  - (c) Both of the Co-OCs must have served for at least one year as a Welcome Week Representative.
    - i. During the selection phase, preference will be given to pairs where at least one of the Co-OCs must have served for at least one year on the WW Orientation Committee.
  - (d) Must be and maintain full MES member status until completion of term
2. Meeting Procedure:
  - (a) Applicant pairs should have up to 15 minutes of uninterrupted presentation time to present to council.
  - (b) Applicant pairs should have up to 25 minutes of question period following applicant presentations.
  - (c) Following all applicants' presentations and questions there should be 20 minutes of general discussion of the applicant pairs without the applicant pairs present in the room.
3. Selection
  - (a) Voting shall be done by the MES President, the Faculty of Engineering Associate Dean, Undergraduate Studies, the Faculty of Engineering Assistant Dean, Undergraduate Studies, and the outgoing Co-OCs.
  - (b) Successful candidates should require a simple majority of votes cast.
  - (c) All voting members must be present to have a valid vote.
  - (d) The MES President is to inform the selected candidates of their selection.

### 3.3.4 Chief Returning Officer

1. The position may be referred to as Council Chair, Chair, or Speaker if the need to distinguish those distinct responsibilities of the portfolio arise.
2. In the case that the Chief Returning Officer successfully campaigns and is elected in the Bachelor of Technology Rep or Presidential elections, they must resign from their position as Chief Returning Officer, and a new Chief Returning Officer be appointed for the remainder of the term.
3. In the case that the Chief Returning Officer campaigns and is elected during General Elections, they may continue in their duties as Chief Returning Officer for the remainder of the term, such that::

- (a) the Chief Returning Officer may still chair the second term General Meeting.
- (b) the Chief Returning Officer may no longer chair MES Council meetings by default. Following the bylaws as stated in MES Bylaws Section 5.2.1.6, the president will chair any MES Council meetings, unless the President declines or is unable to chair. A vote will then be held to elect a new chair, where the Chief Returning Officer may be elected as chair. The Chief Returning Officer may still hold their voting power from their elected position.

### **3.3.5 Other Appointed Positions**

The following positions will be appointed at their respective times throughout the year using the appointment procedure (see MES Bylaws Section 3.3.1):

1. The Handbook Editor(s) shall be appointed before the end of November.
2. External Competition or Conference Chair(s) shall be appointed upon a successful bid.
3. The MEC Chair(s) shall be appointed before the end of November.

## **4 Committees**

### **4.1 General**

Committees shall operate by majority vote procedure. The Chair shall have no voting rights at the meeting except in the case of a tie. The Chair has the deciding vote in the case of a tie.

#### **4.1.1 Responsibilities of the Chair**

1. The Chair will conduct all meetings of their committee to ensure each member has time to share their views and ideas with other members of the committee.
2. The Chair shall ensure that the meetings will maintain a sense of open friendliness, and correct the behaviour of certain members should they be promoting ill will, or feelings of discomfort, towards other members of the committee.
3. The Chair has the right to discuss removal of a committee member with the President should they decide the committee cannot function properly with this member present. The President will decide whether removal seems necessary, and instruct the Chair-person accordingly.

#### **4.1.2 Membership**

1. Each MES Council member shall serve on at least two active committees - either Standing or Special.

2. The Chairs and Council membership for each Standing Committee shall be ratified, and made public, by the second MES meeting following the start of each school year.
3. The Chair is responsible to recruit members for their committee from the general membership of the MES.

## **4.2 Welcome Week Orientation Planning Committee**

1. The Co-Orientation Coordinators shall select the members of the Welcome Week Orientation Planning Committee, using an application process and interviewing if necessary.
2. The Welcome Week Orientation Planning Committee members must have served as an engineering Welcome Week Representative for at least one year, as well as be familiar both with the MES and with the Engineering Welcome Week,
3. Candidates are not required to hold an MES membership before applying for a position, however; individuals must become MES members once selected for this role.
  - (a) Individuals may hold a position on the Welcome Week Orientation Planning Committee without holding an MES membership. This exception shall be granted on a financial need basis at the discretion of the Chief Returning Officer.
4. The purpose of the Welcome Week Orientation Planning Committee is to help the Co-OCs with selecting Welcome Week Representatives and organizing Welcome Week.
5. The Welcome Week Orientation Planning Committee may continue to assist the transition of first year students throughout the year.
6. The Co-OCs and the Welcome Week Orientation Planning Committee are responsible for organizing all events related to Welcome Week including:
  - (a) Summer communication to Welcome Week Reps indicating details of the summer bonding activity (Catapult), a schedule for Welcome Week and any other relevant information.
  - (b) Summer mailing to first year students indicating schedule and description of Welcome Week, MES first year flyer, and other relevant information.
  - (c) All events to take place during Welcome Week.
7. The Welcome Week Orientation Committee will ensure that all activities, as well as the behaviour of the Welcome Week Reps, fall within the Welcome Week Values and Guiding Principles and the guidelines of the Student Success Centre.
8. The Welcome Week Orientation Committee will prepare a budget for Welcome Week activities to be presented at the first council meeting before the summer.
9. The President and the Faculty of Engineering's Assistant Dean, Undergraduate Studies, shall approve the final list of Welcome Week Representatives after the selection process and the final list of Welcome Week Representative names after the naming process.

### 4.3 Ad Hoc Committees

1. Ad Hoc Committees will be established as seen fit by the MES Executive, for the purposes of accomplishing short-term goals of the MES.
2. The MES Executive shall appoint Chairs for Ad Hoc Committees.
3. The MES Executive will determine the purpose of these Committees in conjunction with the approved Chair for the Committee.
4. The MES Executive will determine the duration of an Ad Hoc Committee's existence in conjunction with the Chair of that Committee.

### 4.4 Standing Committees

Standing Committees shall hold meetings at least once a term for the entire academic year. The Chair may call as many additional meetings each month as they deems necessary.

#### 4.4.1 Advertising Committee

1. The VPC shall chair the Advertising Committee.
2. The Advertising Committee is responsible for ensuring advertising campaigns are made for each event coordinated by an event coordinator, MES Executive, or Director, and sponsored by the MES.
3. Promote external campaigns on MES Social Media platforms where appropriate, including but not restricted to sharing program events, external opportunities, and ECCS initiatives.
4. The members of the Advertising Committee shall consist of:
  - (a) Graphic Designers
  - (b) Social Media Coordinator(s)
  - (c) Website Coordinator(s)
  - (d) Publications Editor
  - (e) Photographer/Videographer(s)
5. The Committee is responsible for that media content (such as flyers, posters, posts, stories, and videos) are created, in coordination with the brand, for all MES events.

#### 4.4.2 Awards Selection Committee

1. The Chief Returning Officer shall chair the committee. The Chair is responsible for finding a Faculty member and a student to sit on the Committee.
2. The members of the Awards Selection Committee shall consist of:
  - (a) Administrator

- (b) Vice President, Student Life
  - (c) One Faculty member
  - (d) One student who is not a MES Council member
3. The Awards Selection Committee is responsible for administering procedures for the following awards:
    - (a) “Image of an Engineer” Awards
    - (b) Faculty Appreciation Award
    - (c) Outstanding Teaching Assistant Award
  4. The Awards Selection Committee will investigate and publicize other potential award programs open to undergraduate engineering students.

#### **4.4.3 Club Leaders Committee**

1. The DoC shall chair the Club Leaders Committee.
2. The members of the Club Leaders committee shall consist of:
  - (a) Vice President, Student Life
  - (b) Program Representatives
  - (c) First Year Representatives
  - (d) Club Presidents
  - (e) Director of Clubs

The purpose of the Club Leaders Committee is to discuss relevant issues, coordinate club funding with the help of the DoC, and facilitate interaction between clubs.

#### **4.4.4 Delegate Selection Committee**

1. The VPX shall chair the Delegate Selection Committee.
2. The Delegate Selection Committee shall accept applications from McMaster undergraduate engineering students interested in becoming a delegate on behalf of the MES at closed conferences.
3. The members of the Delegate Selection Committee shall be a minimum of 3 individuals consisting of:
  - (a) Vice President, External Relations
  - (b) The remainder of the committee shall be composed of other faculty of engineering students not attending the conference, as selected by the VPX
4. The Delegate Selection Committee should remain uniform when selecting delegates unless a conflict arises from the membership indicated in c), above.

#### **4.4.5 Editorial Review Committee**

1. The Publications Editor shall chair the Editorial Review Committee.
2. The Editorial Review Committee must review and unanimously approve of all material being considered for all MES publications in accordance with the editorial policies of the MES (see “Services”, Section F.1.3).
3. The members of the Editorial Review Committee shall consist of:
  - (a) Editors of the Plumline, Frequency and Handbook.
  - (b) Equity and Inclusion Officer.
  - (c) Two members of the MES Executive.
  - (d) Two McMaster undergraduate students in the Faculty of Engineering.
4. The Editorial Review Committee shall assist the Publications Editor with their responsibilities.
5. The Editorial Review Committee shall be responsible for the distribution of MES productions.

#### **4.4.6 Elections Committee**

1. The Chief Returning Officer shall chair the Elections Committee.
2. The voting members of the Elections Committee shall consist of:
  - (a) President
  - (b) Vice President, Student Life
  - (c) Equity and Inclusion Officer
3. The Elections Committee shall fulfill their responsibilities as set out in the MES Bylaws Section C.1.7.

#### **4.4.7 macLAB Board of Directors**

See the McMaster Laboratory Advancement Benefaction Endowment Fund By-Laws document for details.

#### **4.4.8 First Year Committee**

1. The VPSL shall chair the First Year Committee
2. The members of the First Year Committee shall consist of:
  - (a) Six First Year Representatives (see MES Bylaws Section B.4.3)
3. The purpose of the First Year Committee is to coordinate activities and fundraising initiatives for the first year class.



**4.4.9 Kennedy Committee**

1. The Kennedy Coordinator(s) shall chair the Kennedy Committee.
2. The members of the Kennedy Committee shall consist of:
  - (a) Director of Events
  - (b) Vice President, Student Life
3. The Kennedy Committee is responsible for organizing the Kennedy Dinner to follow the Iron Ring Ceremony.
4. The Kennedy Committee shall establish a "Clean-up" Committee for the purpose of showing good faith to the University by helping to clean up unapproved Kennedy "pranks" known to occur the night before the Iron Ring Ceremony.

**4.4.10 Newsletter Committee**

1. The Frequency Editor(s) shall chair the Newsletter Committee.
2. The members of the Newsletter Committee shall consist of:
  - (a) Sports Coordinator(s)
  - (b) Administrator
  - (c) Vice President, Student Life
  - (d) Director of Events
  - (e) Program Representatives
  - (f) Information Technology Coordinator(s)
  - (g) Any other undergraduate engineering students
3. The Newsletter Committee's purpose is to provide relevant articles for the production of the Frequency to keep engineering students up to date and informed on MES activities.

**4.4.11 Student Life Committee**

1. The Vice President, Student Life and DoE shall chair the Student Life Committee,
2. The members of the Student Life Committee shall consist of:
  - (a) Fireball Coordinator(s) and Fireball Committee
  - (b) Kennedy Coordinator(s) and Kennedy Committee
  - (c) Wellness Coordinator(s) and Wellness Committee
  - (d) Sports Coordinator(s) and Sports Committee
  - (e) Sustainability Coordinator(s) and Sustainability Committee
  - (f) Culture Chair(s) and Culture Committee
  - (g) Outgoing Director of Events

- (h) Any other undergraduate engineering students
- 3. The remainder of the Student Life Committee shall be composed of a variety of Faculty of Engineering students from different years and disciplines.
- 4. Any Student Life Committee member who volunteers for a particular event shall receive a discounted or free ticket to the event at the discretion of the Director of Events.
- 5. The Student Life Committee shall be responsible for the coordination of the following specific events:
  - (a) Engineering Pubs
  - (b) Fireball
  - (c) Kennedy
- 6. The Student Life Committee shall act as a shared volunteer base between the committees of the Student Life portfolio.

#### **4.4.12 Sports Committee**

- 1. The Sports Coordinator(s) shall chair the Sports Committee.
- 2. The members of the sports committee shall consist of:
  - (a) Director of Events
  - (b) Vice President, Student Life
  - (c) Program Representatives
  - (d) First Year Representatives
- 3. The Sports Committee is responsible for organizing intramural sporting activities.
- 4. The Sports Committee shall organize any special sporting events which would be of interest to the MES such as:
  - (a) Intrafaculty challenges
  - (b) Interfaculty challenges
  - (c) Ratboy Memorial Soccer Tournament
  - (d) Dodgeball Tournament

#### **4.4.13 McMaster Engineering Competition Committee**

- 1. The MEC Chair(s) shall chair and select the members of the MEC Committee.
- 2. The Committee is responsible for ensuring the success of MEC as a qualifying event for OEC.
- 3. The structure of the Committee shall be determined by the MEC Chair(s) and is to be approved by the VP Academic.

**4.4.14 Culture Committee**

1. The Culture Chair(s) shall chair the Culture Committee.
2. Any other undergraduate engineering student can serve on this committee.
3. The Culture Committee is responsible for assisting the Culture Chair in the running of Santa Hog, the Santa Claus Parade, Pi Day, and any other events organized by the Culture Chair.
4. The Culture Committee shall assist in the gathering and recording of information regarding tradition including but not limited to:
  - (a) Songs/Cheers
  - (b) Redsuit / MES position information
  - (c) Contact information with past engineering graduates
  - (d) Stories from iii)

**4.4.15 Professional Development Committee**

1. The Professional Development Coordinator(s) shall chair the Professional Development Committee.
2. The Committee is responsible for assisting in the running of events such as:
  - (a) LinkedIn photoshoots
  - (b) Professional development workshops
  - (c) Technical tutorials
  - (d) Any other initiatives from the Professional Development Committee Chair(s)

**4.4.16 Leadership Development Conference Committee**

1. The Leadership Development Conference Coordinator(s) shall chair the Leadership Development Conference Committee
2. The Committee is responsible for assisting in the running of the conference with positions such as:
  - (a) VP Marketing
  - (b) VP Logistics
  - (c) VP Seminars
  - (d) Any other positions as deemed necessary by the Leadership Development Conference Coordinator(s)

**4.4.17 Wellness Committee**

1. The Wellness Coordinator(s) shall chair and select the members of the Wellness Committee.
2. The Wellness Committee is responsible for ensuring an appropriate amount of events related to student wellness, education, and stress relief are run each term.
3. The structure of the Wellness Committee shall be determined by the Wellness Coordinator(s) and is to be approved by the VPSL

**4.4.18 Sustainability Committee**

1. The Sustainability Coordinator(s) shall chair and select the members of the Sustainability Committee.
  - (a) The Vice-President Student Life will be an ex-officio member of the committee.
2. The Sustainability Committee is responsible for ensuring an appropriate amount of events related to sustainability and leadership in sustainability are run each term.
3. The Sustainability Committee shall seek ways that students can engage with the McMaster Community on sustainability, and ways in which engineering students can support sustainability efforts on and off campus.

**4.4.19 Academic Services Committee**

1. The DoAR shall chair the Academic Services Committee.
2. The Academic Services Committee will be composed of upper year student 'course leads' chosen by the DoAR:
  - (a) Course leads will be assigned by the DoAR to run sessions on a case by case basis.
  - (b) Course leads will be responsible for supplying the DoAR with a review/study plan before running a session.
  - (c) Course leads will be expected to show up to their assigned session and deliver a review session on the respective material for the course.
  - (d) Course leads will be paid for the hours spent running the sessions at a rate higher than the minimum wage and determined by the DoAR.
3. The Academic Services Committee is responsible for assisting in running MES Help Sessions throughout the year, as well as assisting the DoAR with administrative responsibilities where appropriate.

**4.4.20 Equity Committee**

1. The Equity and Inclusion Officer shall chair the Equity Committee.

2. The Equity Committee shall consist of representatives selected by the chairs of the following committees:
  - (a) Welcome Week Planning Committee
  - (b) McMaster Engineering Competition Committee
  - (c) Advertising Committee
  - (d) Delegate Selection Committee
  - (e) Awards Selection Committee
  - (f) Social Committee
  - (g) Sports Committee
  - (h) Wellness Committee
  - (i) Any other committees at the discretion of the Equity and Inclusion Officer.
3. The mandate of the Equity Committee is to ensure that equity and inclusion concerns are being actively worked on within the MES.

#### **4.4.21 Bus Monitor Committee**

1. The Bus Monitor Lead shall chair the Bus Monitor Committee.
2. The Bus Monitor Committee shall consist of the following members:
  - (a) Bus Monitor Lead
  - (b) Director of Events
  - (c) VP Student Life
  - (d) All volunteer bus monitors
3. Any Bus Monitor Committee member who volunteers as a bus monitor for a particular event shall receive a discounted or free ticket into the event at the discretion of the DoE. Tickets for Kennedy Formal and Fireball will be available at a reduced cost for bus monitors (at the discretion of the respective coordinator(s)).
4. Online and in-person training for bus monitors will be provided over the summer.
5. Bus monitors will be provided with apparel that aid in identifying them.
6. All bus monitors will be required to complete specific training, as outlined in Appendix AD.
7. Should someone wish to bus monitor for an event during the year without completing the required training, they will be paired with someone that has completed the training. This is at the discretion of the event organizer

#### **4.4.22 I.D.E.A. Committee (Inclusivity and Diversity in Engineering Alliance)**

1. The Equity and Inclusion Officer shall chair the I.D.E.A. Committee.

2. I.D.E.A. Committee will ensure that all voices and perspectives in the MES are being heard.
3. This committee will facilitate communication between the WIE Society, NSBE and EngiQueers.

#### **4.4.23 Conference Advisory Committee**

1. The Vice-President External shall chair the Conference Advisory Committee.
2. The committee will consist of all present chairs and co-chairs for upcoming successfully bidded upon or working conferences, and any voluntary past conference chairs from McMaster conferences.
3. The committee will be used to share knowledge on conference logistics and more transparency on current conference going-ons.

## **5 Meetings**

### **5.1 General Meetings (SAGM)**

1. There shall be at least one General Meeting per term.
2. Quorum at General Meetings shall be 3% of the total McMaster undergraduate students in the Faculty of Engineering.
3. Quorum for each MES Program Society is ten persons per club. No one person can count towards the quorum of more than one MES Program Society.
4. The Chief Returning Officer will chair the General Meetings. In the absence or declination of the Chief Returning Officer to chair, a vote shall be held to elect a chair with a two thirds majority vote.
5. There shall be no proxy voting at General Meetings.
6. Motions for the General Meeting are due one week prior to the meeting to allow for adequate advertising and review. It is at the discretion of the Chief Returning Officer to accept motions submitted after the deadline.
7. The General Meeting agenda is to be posted at least 24 hours in advance of meeting.
8. General Meetings shall be conducted in accordance with the MES version of Robert's Rules of Order (see "MES Robert's Rules of Order", Appendix I).
  - (a) All McMaster undergraduate students in the Faculty of Engineering have the right to vote at MES General Meetings

## 5.2 MES Council Meetings

### 5.2.1 General

1. MES Council meetings shall be held once every two weeks for the entirety of both semesters.
2. Quorum will consist of two-thirds of all MES Council voting positions as is outlined within the MES Constitution. Unfilled First Year Representative positions shall not count towards quorum until the First Year Representative Election has taken place.
3. The Administrator must be notified of any motions and agenda items at least 48 hours before the meeting. Motions and agenda items not submitted within this time period may not be permitted at the meeting, subject to decision by the MES Council.
4. The Administrator must forward all motions for funding to the VPF upon receiving the motion(s) in order to provide time for review.
5. The Administrator is responsible for recording the minutes of all proceedings of the meeting. If the Administrator is unavailable for all or part of a meeting, another chosen/volunteered MES Council member will record minutes in the Administrator's absence.
6. The Chief Returning Officer shall chair all MES Council meetings. The President will chair any MES Council meetings in their absence. Should both the Chief Returning Officer and President decline or are unable to chair, a vote will be held to elect a new chair requiring a two thirds majority.
7. MES Council meetings shall be conducted in accordance with the MES version of Robert's Rules of Order (see MES Bylaws Section 6).
8. The adoption of the agenda will be motioned at the start of council meetings. Any amendments will be brought forth as motions to amend the agenda during this motion.
9. The Administrator tallies and records any voting on motions. A second counter must confirm the Administrator's count.
10. At the end of each MES Council meeting, before the motion to adjourn, there shall be an opportunity for new business to be added to the agenda pending a two thirds majority vote in favor to add the new business. New business must be in compliance with the restrictions of the Policy Manual, the Constitution, and this document.
11. All submitted motions must follow the format outlined in Appendix Z
12. MES Council is permitted to use a consent agenda, where multiple items of discussion can be grouped into a single motion and vote.
13. MES Council may pass motions by unanimous consent, also known as general consent, when no elected Council member objects to a motion.
14. The Chair is not required to pass the chair if they need to present, but must do so in the event where they are unable to moderate discussion in a proper and unbiased manner.

- (a) The Temporary Chair must:
  - i. be an elected Council member.
  - ii. be elected by majority vote.
  - iii. not pass the chair except when returning it to the Chair.
- (b) The Chair automatically reassumes their role upon the conclusion of their presentation and discussion.

### **5.2.2 Attendance**

1. Attendance at MES Council meetings is mandatory for all MES Council elected positions.
2. Any absences must be communicated to the Chief Returning Officer and Administrator at least 24 hours in advance.
3. Suitable excuses for missing meetings include:
  - (a) Illness
  - (b) Classes
  - (c) Writing tests
  - (d) Representing the MES in an official capacity at another event
  - (e) Other emergencies (at the discretion of the Chief Returning Officer)
4. If a council member is unable to attend they should appoint someone to be their proxy and seek the approval of the Chief Returning Officer (See MES Bylaws Section 5.2.3)
5. If an MES Council member misses more than two MES Council meetings in a single semester without an approved excuse, they shall be removed from the MES Council at the discretion of the Chief Returning Officer. The position shall then be open for election or appointment accordingly.

### **5.2.3 Proxy Voting**

1. A voting Council member may proxy their vote at an MES Council meeting to another voting Council member or any Full Member of the MES.
2. Approval of the proxy must be received from the Chief Returning Officer, and notice sent to the Administrator no less than 24 hours before the start of the meeting in question. A request to proxy will not be accepted at the start of or during any meeting.
3. The proxy will remain in force for the duration of the selected meeting only.
4. Notice of the proxy must be included on the meeting agenda and announced at the beginning of the meeting.
5. Although the person initiating the proxy can give their voting preference to the voter, the person receiving the proxy can vote as they please. MES Council members should take this into consideration when choosing a person to vote in their absence.



#### 5.2.4 Quorum

1. Quorum will consist of both:
  - (a) 60% of voting Council members in attendance
  - (b) 75% of Full Quorum votes are present and binding
    - i. Full Quorum is the total number of elected council members. Full Quorum is normally 29 votes, unless voting positions are vacant.
    - ii. A vote is considered binding if it is held by the elected position or a binding proxy.
2. Under no circumstance will a proxy be considered binding if the proxy is for the President, Vice-President, or a Director.
3. There are five classes of reasons for missing a Council meeting:
  - (a) MES or Faculty representation absence (e.g. ESSCO/CFES Conference, MES Team external competition)
  - (b) Non-repeating, academic (e.g. midterms, industry night)
  - (c) Non-repeating, non-academic (e.g. concert, club event, illness)
  - (d) Repeating, academic (e.g. night classes)
  - (e) Repeating, non-academic (e.g. club meetings)
4. In cases i) and ii), any proxy will be counted as binding.
5. In cases iii) and iv), program representative proxies will be counted as binding only if the proxy is a member of their respective constituency.
6. In case v), program representative proxies will be counted as binding only if the proxy is a member of their respective program society executive.
7. In cases iii), iv) and v), first year representative proxies will be counted as binding only if the proxy is a member of their respective constituency.
8. Unfilled positions shall not count towards quorum until the respective elections have taken place and the positions are filled.

### 5.3 Committee Meetings

1. Committee Chair(s) shall be responsible for organizing and conducting regular meetings in an efficient and orderly manner (see MES Bylaws Section 4.1).

### 5.4 Supervisory Meetings

1. All MES Team members will meet with their respective supervisors to discuss their progress or any problems they might be having on a regular basis.
2. Supervisors are to make themselves and their resources available to the people they are supervising whenever possible.

## **6 MES Robert's Rules of Order**

The following are meeting procedures to be followed in General Meetings and MES Council meetings. Robert's Rules of Order is a strict, but practical system for running meetings. The MES follows its own version of Robert's Rules of Order as outlined below.

### **6.1 ELEVEN FUNDAMENTAL RULES OF PROCEDURE**

1. Principles
  - (a) The right of majority to decide
  - (b) The right of minority to be heard
  - (c) The right of individual members
  - (d) The right of absentees
2. All voting members of the MES Council are equal and their rights are equal. These rights are:
  - (a) To attend council meetings
  - (b) To speak
  - (c) To move motions
  - (d) To second motions
  - (e) To vote
  - (f) To concede their rights to others
3. All non-voting members of the MES Team are equal and their rights are equal. These rights are:
  - (a) To attend council meetings
  - (b) To speak
  - (c) To move motions
  - (d) To second motions
  - (e) To concede their rights to others
4. All McMaster undergraduate students in the Faculty of Engineering are equal and their rights are equal. These rights are:
  - (a) To attend council meetings
  - (b) To speak
  - (c) To move motions
5. The chair has the following powers:
  - (a) To speak when clarification is necessary
  - (b) To determine the speaking order
  - (c) To count votes

- (d) To interpret the MES Policy Manual, Bylaws, and Constitution
  - (e) To recognize members
  - (f) To decide what is in order
  - (g) To remove members from council dependent on a two thirds majority vote of council.
6. The rights of MES supersede the rights of individual members: Should a conflict arise between the rights of the MES and the rights of an individual member, the rights of MES shall take precedence.
  7. Quorum must be present at MES Council meetings for business to be done. Quorum shall consist of half of all voting members of the MES Council as outlined by the MES Constitution, unless otherwise stated in the MES Policy Manual, Bylaws, or Constitution.
  8. It is the responsibility of every voting member of the MES Council to vote. If they do not vote, it shall be assumed that they are abstaining from the vote.
  9. One speaker at a time: Only one speaker recognized by the chair has the right to talk at any given moment.
  10. Personal remarks are always out of order, the chair maintains the right, by a two thirds majority, to remove members from meetings for failing to comply with this rule.
  11. If there is ever a dispute on a decision/interpretation the chair has made, any voting member of the MES Council may move to challenge the chair and their decision. This motion, which would require a seconder, would open up discussion to the floor about the decision/interpretation. Each member will be allowed to speak once to the decision/interpretation, closing with the chair defending their decision/interpretation. Following the chair's statement, there shall be a vote. If there is a two thirds majority in favor of overruling the chair's decision/interpretation, the chair will accept the decision as their own and move onwards or the chair will be required to relinquish the chair.

## 6.2 MOTIONS

There are two kinds of motions: Main Motions and Secondary Motions.

### 6.2.1 Main Motions

A main motion is defined as a proposal that certain action be taken or an opinion be expressed by the organization.

1. All main motions must be submitted to the Administrator at least 24 hours before the meeting at which it will be moved.
2. A main motion brought toward the MES will be read to the MES Council by the chair.
3. A main motion must be seconded in order to proceed to presentation and/or debate.

4. Movers and seconders may each make a short presentation outlining the action.
5. Debate is struck. The chair recognizes members who wish to speak by stating their names. In the case of multiple speakers, a cue will be established and decided by the chair.
6. Debate should continue as long as members wish to discuss the question unless the chair has put the question to a vote or secondary motions have been adopted to either limit or close debate.
7. When a main motion is put to question, the chair shall restate the motion. Voting members are instructed to raise their hand when those in favour, opposition, or abstention are called by the chair. Any singular vote may be noted by name, exclusively by request from the member to whom that vote belongs.
8. Voting results are counted by the chair and Administrator, and the result of the main motion is announced to the MES Council by the chair.
9. A main motion shall pass if the votes in favour are counted to be half plus one of the total votes, unless specifically stated otherwise in the MES Constitution, Bylaws, or Policy Manual.
10. All motions must be in compliance with the MES Constitution, Bylaws, and Policy Manual as interpreted by the chair.

### 6.2.2 Secondary Motions

Secondary motions are motions that may be made while the main motion is on the floor and before it has been decided. More than one motion can be on the floor but only one main motion. All pending motions must relate to the main motion on the floor, no new business may be introduced.

Secondary motions have rank among each other. They are arranged in a specific order in which they must be considered and acted upon, some motions taking precedence over others. The purpose is to avoid confusion when they are applied to a main motion. A motion of higher rank can be made at the time that a motion of lower rank is on the floor.

### 6.2.3 THE RANKS OF SECONDARY MOTIONS

CALL TO QUESTION
LIMIT OR EXTEND LIMITS TO DEBATE OR QUESTIONS
POSTPONE TO A SPECIFIC TIME
COMMIT OR REFER
AMEND
<b>MAIN MOTION</b>

Rank can be symbolized by the rungs of a ladder. Those motions on the lower rungs must yield to the motions on the rung or rungs above. For instance call to question, which calls for an immediate vote, takes precedence over all motions below it. All secondary motions listed in the table above must be seconded and are debatable.

#### 6.2.4 WHAT DO I SAY?

Secondary Motions Arranged From Lowest to Highest Rank:

To Do This	Motion	You Say This	Votes required	Re-
Change Word- ing of Motion	Amend	"I move to amend the mo- tion by..." (Adding, Striking Out, Substituting)	Majority	
Send Motion to Committee	Commit	"I move that the motion be re- ferred to..."	Majority	
Postpone Mo- tion	Postpone	"I move that the motion be post- poned to..."	Majority	
Limit Debate Time	Limit Debate	"I move that debate be limited to..."	Two-thirds	
End Debate	Call to Question	"I move to call the question."	Two-thirds	

##### **Amend**

Amend is the most frequently used and most important of the secondary motions. There are three ways to amend a motion:

1. To add words or phrases.
2. To strike out words or phrases.
3. To substitute by
  - (a) striking out and inserting words;
  - (b) substituting an entire motion or paragraph.

The first speakers to respond to a proposed amendment are the mover and seconder of the main motion. If they choose to adopt the amendment, it is deemed friendly and does not need to be voted upon and the main motion is changed. The chair must then read the new main motion on the floor. If the mover or seconder does not choose to adopt the amendment, it is deemed unfriendly, and the chair must open debate and hold a vote to adopt it.

##### **Commit**

To commit a motion sends the main motion on the floor to a committee so that it can be carefully studied and put into proper form for the MES Council to consider, and bring back the main motion to the MES Council with a report of their findings.

##### **Postpone**

A motion to postpone delays action on a question until later in the same meeting or until another specified meeting. This motion is useful when information regarding the pending

motion will be available at a later time, a member realizes their delegation is not present for the vote, or it is time for recess or adjournment.

#### **Limit Debate**

Limit debate is the motion by which the MES Council can exercise special control over the debate by:

1. Reducing the number and length of speeches allowed.
2. Requiring that debate be limited to a period of time, at the end of which, the vote must be taken.

#### **Call to Question**

Call to question is the motion used to cut off debate and to bring the group to an immediate vote on the pending motion

### **6.2.5 Motion Labeling**

1. Motions may be labeled with a unique ID to allow for easier historical referencing.
2. The naming convention shall be Year-Month-Day-MeetingType-MotionNumber
3. The following Meeting Types will be:
  - (a) EM: Executive Meeting
  - (b) CM: Council Meeting
  - (c) GM: General Meeting

## **6.3 TALKING SYSTEM**

1. Should you have a new point to bring up in discussion, you should raise your hand as well as your index finger to be put on the speaking list.
2. Should you have a direct response, you should raise your hand as well as your index and middle finger to be put on the speaking list. This takes precedence over new points, however it may only be used to make a direct response to something recently said. Such a direct response must stay on the same topic as the point to which it is responding, it is at the discretion of the chair to decide if the response does not meet this criteria.
3. Should you have a point of clarification, you should raise your hand as well as your pinky finger. This takes precedence over all others on the speaking list, however it may only be used to seek clarification of something recently said. Such a point of clarification must be seeking a concise answer.

## **7 Board of Advisors Terms of Reference**

1. Objective

The Board of Advisors exists to provide strategic guidance and a thoughtful sounding board for the MES Executive and other MES members as appropriate.

The Board of Advisors is a group of advisors, rather than a Board of Directors which aims to form consensus or decisions. Its powers will be limited to providing advice and recommending lines of action. The advice is available both as requested by the MES Executive and also by the Board of Advisors proactively contacting the MES Executive with ideas, leads, and opportunities.

## 2. Membership

Members shall be selected based on their position within a particular group (e.g. Faculty of Engineering) or based on their proven commitment and passion for the MES.

Members may be asked to leave by the President if they fail to fulfill the responsibilities outlined within these terms of reference. If the Board loses a member due to job change or attrition, the President will prioritize filling this position with the appropriate candidate.

The Board of Advisors shall be comprised of the following members:

- (a) Associate Dean of Engineering (Academic)
- (b) Manager of Alumni Relations & Youth Programs Office
- (c) Faculty of Engineering Faculty Member
- (d) Faculty of Engineering Staff Member
- (e) Any former MES President

The Board of Advisors shall have the following ex-officio members:

- (a) The previous MES President

Members of the board shall:

- (a) Be selected to provide the mix of expertise necessary to best guide the MES Executive towards the MES' Mission Statement.
- (b) Serve in their individual capacity, regardless of their relationship with a specific group (e.g. their employer) for a renewable term of one year.
- (c) Participate in at least one meeting per year.
- (d) Be appointed solely by the MES President every year.

## 3. Meetings

Board of Advisors meetings shall:

- (a) Occur at least twice per year, typically once in each semester. One meeting will serve as a transition meeting with both incoming and outgoing MES Executive members present. Additional meetings may also be held under special circumstances.
- (b) Be located on McMaster University campus if possible.
- (c) Have a quorum consisting of at least 50% of the Faculty of Engineering representatives and 50% of the alumni representatives.

- (d) Be organized by the Manager of Alumni Relations & Youth Programs Office.
- (e) Have minutes taken by the MES VPF.

#### 4. Responsibilities

The Board of Advisors will:

- (a) Meet with the MES Executive to review progress, address strategic questions, and plan for the upcoming year.
- (b) Assist transitions between the incoming and outgoing MES Executives by maintaining knowledge throughout the years.
- (c) Guide the MES Executive towards all of the MES' long-term goals.
- (d) Represent the MES' best interests across campus and in industry.
- (e) Act as stewards of the MES Mission Statement to help ensure that the MES Executive is appropriately advancing its mission.
- (f) Engage in a reflective, self-evaluative process to improve board effectiveness.
- (g) Act as a spokesperson on behalf of the MES, which could include being profiled on the MES website and in other communication as a Board of Advisors member.
- (h) Declare any individual conflicts of interest to the MES President.
- (i) Ensure the next meeting is planned at an appropriate time.

## 8 Clubs: Groups, Teams and Affiliates

### 8.1 Program Societies

1. A program society shall be a fully recognized organization of McMaster undergraduate students, in the Faculty of Engineering. Societies shall be affiliated with either a specific engineering program.
2. The MES recognizes the following program societies:
  - (a) Bachelor of Technology Association (BTA)
  - (b) Chemical Engineering Society (ChES)
  - (c) Civil Engineering Society (CSS)
  - (d) Computer Science Society (CSS)
  - (e) Electrical and Computer Engineering Society (ECES)
  - (f) Engineering and Society Students' Association (ESSA)
  - (g) Engineering Physics Society (EPS)
  - (h) iBioMed Society (iBMS)
  - (i) Materials Science and Engineering Society (MSES)
  - (j) McMaster Engineering and Management Society (MEMS)
  - (k) McMaster Mechatronics Society (MMS)



- (l) McMaster Society of Mechanical Engineering (MSME)
- (m) Software Engineering Society (SES)
- 3. All societies shall report their financial statement and receive funding as outlined in the Clubs Financial Policy (see MES Bylaws Section 9.3.3)
- 4. All society presidents will be members of the Club Leaders Committee (see MES Bylaws Section 4.4.3).
- 5. New MES Program Societies must put forth a motion for recognition by the MES at a General Meeting.

## 8.2 Groups

1. A Group shall be an organization composed of at least 75% McMaster undergraduate students in the Faculty of Engineering.
2. A Group may receive funding from the MES by following the procedures set out in MES Bylaws Section 9.3.3.
3. The Groups that are officially recognized by the MES are:
  - (a) Brewing Club, McMaster
  - (b) Deep Space Analogue Research Expedition, McMaster (DARE)
  - (c) DeltaHacks
  - (d) Design League, McMaster (MDL)
  - (e) Engineering Musical, McMaster (MEM)
  - (f) Engiqueers, McMaster (EQ)
  - (g) Engineers Without Borders (EWB)
  - (h) Google Developer Student Clubs, McMaster (GDSC)
  - (i) HealthHatch
  - (j) Heavy Construction Student Chapter, McMaster (HCSC)
  - (k) Institute of Electrical and Electronics Engineers, McMaster Student Branch (IEEE)
  - (l) Institute of Transportation Engineers Student Chapter, McMaster (ITE)
  - (m) Leading Edge, McMaster
  - (n) Mac Eng Rugby (Fireball Rugby)
  - (o) Mars Rover Team, McMaster (MMRT)
  - (p) McMaster Engineering Hockey Club
  - (q) McMaster Engineering Custom Vehicle Team (MECVT)
  - (r) McMaster Society for Engineering Research (MacSER)
  - (s) Medical Engineering Design Team, McMaster (MED-T)
  - (t) National Society of Black Engineers, McMaster Chapter (NSBE)

- (u) North American Young Generation in Nuclear, McMaster (NAYGN)
- (v) Pumpkin Chunkin Club, McMaster Engineering (MPC)
- (w) Start Coding, McMaster
- (x) Women in Engineering, McMaster (WiE)

### 8.3 Teams

1. Teams shall be a subset of MES Groups. A Group is considered to be a team if they are a non-sporting organization composed of at least 75% McMaster undergraduate students in the Faculty of Engineering which competes at external events as representatives of McMaster.
2. In order to receive team status, teams must have competed in at least one external event the previous year, or be approved by the MES council for extenuating circumstances. Otherwise, the club's will be transferred to group status.
3. Teams that are officially recognized by the MES are:
  - (a) Baja Racing, McMaster
  - (b) Chem E Car, McMaster
  - (c) Competitive Programming, McMaster (MCP)
  - (d) Concrete Toboggan, McMaster (MECTT)
  - (e) EcoCar, McMaster
  - (f) Formula Electric, McMaster (MACFE)
  - (g) Mechanical Contractors Association Hamilton Niagara, McMaster Student Chapter (MCAHN)
  - (h) RoboMaster Team, McMaster
  - (i) Rocketry, McMaster
  - (j) Seismic Design Team, McMaster (MSDT)
  - (k) Solar Car, McMaster
  - (l) Steel Bridge Team, McMaster (MSBT)
4. Team projects should involve the application of engineering design concepts.

### 8.4 Affiliates

1. An affiliate shall be an organization composed of at least 75% McMaster undergraduate students in the Faculty of Engineering.
2. An affiliate is a collection of people who wish to be recognized by the MES and do not require funding.
3. Affiliates are a stepping stone for new clubs to eventually reach ratification as a group or team.

4. Affiliates that are officially recognized by the MES are:
  - (a) Aerospace Team, McMaster (MAST)
  - (b) American Indian Science and Engineering Society, McMaster Chapter (AISES)
  - (c) Autoplow, McMaster
  - (d) Concrete Canoe, McMaster
  - (e) Engineering Jazz Band, McMaster
  - (f) Engineers with Disabilities, McMaster
  - (g) Mac Quantum Club
  - (h) McMaster Interdisciplinary Satellite Team (MIST)
  - (i) McMaster Energy Association (MEA)
  - (j) Sumobot, McMaster

## 8.5 Recognized Clubs

1. A recognized club is a club associated with the MES that:
  - (a) Must have a STEM-related focus that directly relates to an engineering discipline.
  - (b) Cannot be used as a stepping stone to MES Club ratification
  - (c) Cannot receive MES funding
  - (d) Is ratified by another organization within McMaster
  - (e) Does not need to have 75% McMaster undergraduate students in the Faculty of Engineering
2. Recognized clubs may:
  - (a) use MES branding in promotional materials and advertisements
  - (b) participate in ClubsFest and other MES Club Events.
  - (c) collaborate with DoC for help planning events
3. Recognized clubs are not required to give accountability presentations at SAGM.
4. To become a recognized club, the organization must present a motion at an MES Council meeting.

## 8.6 Ratification Process

1. To become an MES Affiliate, you must email the DoC your intent to become an MES Affiliate.
2. After meeting with the DoC, all intending MES Affiliates must put forth a motion for affiliation at a Council Meeting. Council will vote on the motion and the DoC will assist you with the next steps whatever the result!

3. To become an MES Group, you must be an MES Affiliate for at least one year, then let the DoC know your intent to apply to be an MES Group.
4. Each MES Affiliate intending to become an MES Group must present a motion to MES Council to be recommended to the General Meeting. Upon a majority vote from Council, the MES Affiliate must submit a motion for ratification at the second General Meeting in a given academic year (See MES Bylaws Section 5.1).
  - (a) On a majority vote at the General Meeting, the MES Affiliate will be ratified as a Group recognized by the MES.
  - (b) Motions may be put forth at the first General Meeting in a given academic year only by direct permission from the DoC.
5. Long-established clubs may be able to bypass the affiliation stage and become directly ratified as an MES Group.
  - (a) This follows the same ratification process for MES Affiliates, wherein Council will motion whether to send the club to the Semi Annual General Meeting for ratification.

## 8.7 De-Ratification Process

If a club is not performing or achieving certain standards, they may be de-ratified.

1. The de-ratification process will occur at the Winter General Meeting.
2. The DoC shall be responsible for compiling a list of clubs that shall undergo the de-ratification process. A motion for de-ratification may be proposed at the discretion of the DoC, but reasons could include that the club:
  - (a) Does not present at either General Meeting in that year, nor explains their absence to council
  - (b) Does not attend ClubsFest, or any outreach events during the academic year
  - (c) Does not host events or maintain any social media presence during the academic year
3. The DoC will be responsible for communicating with clubs that may be facing de-ratification.
4. The DoC will present to Council all clubs that shall under-go the de-ratification process, and, upon approval from Council, these clubs shall be presented and voted for de-ratification at the Winter General Meeting.
5. Groups, Teams, and Affiliates may all be subject to the de-ratification process
6. Recognized clubs will be deratified if they are disbanded by the organization they are ratified by.

## **9 Financial Policies**

### **9.1 Budget**

1. The VPF should collect proposed budgets, financial accountability documents, and any other information at their discretion from groups during the month of June.
2. The VPF should present the preliminary budget at the first Mid-Summer Council Meeting. This budget will contain the proposed accounts for the upcoming year.
3. The VPF should make an effort to consult with the relevant stakeholders when preparing the budget.
4. In the event of a non-mandatory MES membership fee, the VPF should make an effort to prepare for a variety of opt-out rates when preparing the budget.
5. The VPF shall motion in the first meeting with the new council in April to approve the Executive Operations budget and any other funds to ensure that operations can continue throughout the summer.
6. The VPF shall motion at a Council Meeting in Spring Term to approve the Welcome Week budget so that operations can continue throughout the summer. This cumulative budget shall not exceed the funds reserved for Financial Contingency.
7. The MES Membership will approve the budget at a General Meeting in August; this approval authorizes the MES Executive to make necessary expenditures outlined in the budget without further approval.
8. Changes to the approved budget:
  - (a) The MES Council can amend the budget by vote during the year.
  - (b) Expenditures not outlined in the budget must be approved according to the MES Funding Policies (see MES Bylaws Section 9.3)
  - (c) Budgetary changes will be moved via motion accompanied by the following:
    - i. Reason for the change.
    - ii. Why and which budget should be changed to accompany the proposed expenditure.
9. Reserve funds shall be set according to MES Bylaws Section 9.4.3.
10. Contingency funds shall be set according to MES Bylaws Section 9.4.4.

### **9.2 Payment Policies**

1. Documentation for approved expenses, including an expense report (Appendix E), must be submitted to the VPF by March 30th of the given term. Expenses from the month of April will be reported similarly before April 30th.

2. Expenses of Program Societies, MES Groups, or MES Teams, and individuals qualifying and approved for reimbursement will receive their funding via electronic funds transfer (EFT) to their respective bank account or via cheques written for approved expense reports.
3. At the discretion of the VPF, payment for an invoice shall be done for an approved expense request.
4. The VPF shall ensure that all expenses include sufficient and honest documentation, in accordance with the funding request as mentioned in the Policy Manual.
5. Payment for sponsorship funding requests may be dispensed at the discretion of the MES Executive.
6. All reimbursements must be approved by a minimum of two signing authorities on the MES bank account. These authorities include the VPF, VPSL, and President. Approval may take the form of a signature on a cheque, or digital approval of an EFT payment.
7. Gasoline/mileage reimbursement for eligible travel (determined by the VPF) expenses will be \$0.22 per kilometer. Supporting map data stating total shortest distance travelled must be submitted.
8. Any MES Member may access MES financial records during VPF office hours.
9. The MES credit card shall be used to make advance payments for large expenses or to make large online payments to avoid having MES members or affiliated parties float large amounts of personal money. "Large" is to be determined at the discretion of the VPF.
  - (a) The VPF shall be the only one allowed to use the credit card to pay for online expenses. Regardless of how a purchase is made, the VPF shall be the only person to hold custody of the card and its payment information.
  - (b) The party wishing to have an expense charged to the MES Credit Card shall submit an explanation of what the item is for/how it will be used, and an Expense Report (Appendix E) for the purchase, along with an attached screenshot of the item and its price.

## **9.3 Funding Policies**

### **9.3.1 Other Funding Requests**

All funding requests unlisted under the approved budget must be approved by the appropriate level:

1. Greater than \$1,500: General Meeting majority vote
2. \$501 to \$1,500: MES Council majority vote
3. \$500 or less: MES Executive majority vote

### 9.3.2 Societies Funding Policy

1. A systematic method for the distribution of MES funds to all recognized Program Societies to encourage continuity for each society from year to year and to develop accountability to the MES for the funds awarded.
2. Each Program society will receive a standard funding in the amount of \$500 per term. No Program Society will receive annual funding in excess of \$1000. Half of the annual funding allotment for each society is to be dispensed at the first General Meeting, with the remainder dispensed at the second General Meeting, except in the case of h) below.
3. Program Societies failing to meet quorum requirements at either General Meeting will not receive the funding allotted for that meeting.
4. Societies failing to meet quorum requirements at the first General Meeting will still be eligible to receive funding (only up to the first half of their annual allotment) based upon individual motions presented to and voted upon by the MES Council.
5. Funds will be reimbursed as outlined under 9.2

### 9.3.3 Clubs and Teams Funding Policy

1. A systematic method for the distribution of MES funds to all recognized MES Clubs and Teams, to avoid overlap with MSU funding, encourage continuity, and develop accountability to the MES, should be implemented.
2. Each MES Club or Team is required to submit two packages to the DoC each year: a Budget Proposal Package and a Final Report Package.
3. Unless otherwise written by the VPF, the Budget Proposal Package will be submitted by July 31st and it will include:
  - (a) A budget proposal (following the template provided on the MES website or available from the VPF)
  - (b) A list and description of all proposed events for the coming year
  - (c) A statement of the MES Club or Team's starting balance (carry-over from the previous year)
4. Unless otherwise determined by the VPF, the Final Report Package will be submitted at least 10 business days before the second General Meeting in a given academic year and it will contain:
  - (a) An update of the original proposed budget
  - (b) A quantitative description of the distribution of MES Funds
  - (c) One event summary sheet for each event organized during the year
  - (d) A report of future recommendations and the overall functioning of the MES Club or Team (the VPF will use these figures to propose the following year's budget)

5. The budget proposals will be assessed according to the following criteria:
  - (a) Starting balance
  - (b) Type and variety of activities offered to students
  - (c) Level of activity
  - (d) Performance at the competitions they take part in
  - (e) Level and Sources of Sponsorship
  - (f) Level of fundraising activity
  - (g) Amount of funding requested from the MES
6. The DoC shall review the budget proposals presented and suggest an amount to be awarded to each MES Club or Team. The MES Executives will review the suggested funding for each MES Club or Team and decide on the final amount that each club is to receive.
7. All funding will be dispersed through approved expenses (see MES Bylaws Section 9.2).
8. If an MES Club or Team has not claimed any of their allotted funding by the beginning of second term, they must submit an activities report and progress update to the VPF by January 31st of the year, even if money is spent by the MES Club or Team during the month of January.
  - (a) Once these documents are reviewed it is up to the VPF's discretion to either find the explanations satisfactory, or to arrange a meeting with the MES Club or Team to discuss their funding going forward.
  - (b) If these documents are not received, the MES Club or Team's funding will be reallocated to other MES Clubs and Teams.

#### **9.3.4 Conference / Competition Funding Policy**

1. Open conferences and competitions
  - (a) The MES will fund up to 50% of the delegate, transportation, and accommodation fees for all delegates.
  - (b) Delegations requesting funding from the Open Conference and Competitions Fund must fill out the MES Conference/Competition Application form (Appendix N) and submit it to the VPX.
  - (c) The funding shall be approved:
    - i. By a vote from the MES Council if in an amount greater than \$500, in which case the head delegate from the group requesting funding must present to the MES Council to receive the funding.
    - ii. At the discretion of the VPX if in an amount less than \$500, in which case the VPX must update the MES Council on what funding was approved.



- (d) In the event that a presentation needs to be made, the presentation shall be made before attending the conference or competition and shall be evaluated based on the following criteria:
  - i. Delegate/entrance fees
  - ii. Location of the event
  - iii. Number of MES members to attend
  - iv. Length and reputation of the event
  - v. The degree of effort put into fundraising by the delegates
  - vi. Benefits for the MES
  - vii. History and value of the conference or competition
- (e) The head delegate must also submit a report to the VPX, to be published in The Frequency and/or the MES website no later than one month after the conference or competition has concluded.
  - i. The report shall include updates on activities of the delegates, tangible outcomes, and effectiveness of the delegation in representing McMaster University.
- (f) The following funding mechanism will be used once the conference or competition has been approved for funding:
  - Delegation is between 1-20 MES members – 50% of the delegate fees, transportation and accommodation up to a maximum for \$100 per delegate and 1 head delegate to a maximum of \$150, not exceeding \$1000 per delegation
  - Delegation is between 20-50 MES members – 50% of delegate fees, transportation, and accommodation up to a maximum of \$75 per delegate and 2 head delegates to a maximum of \$150 each, not exceeding \$1500 per delegation
  - Delegation is above 50 MES members – 50% of delegate fees, transportation & accommodation up to a maximum of \$50 per delegate and 2 head delegates to a maximum of \$150 each, not exceeding \$2000 per delegation.
- (g) The delegation must submit the signed Delegate Code of Conduct (Appendix F) prior to attending the conference. Failing to do so will give the MES Executive the right to revoke reimbursement.
- (h) MES funding approval (while not preferred) can be given post-event on the condition that the MES Executive has been made aware (in writing) of the event and that MES members are attending it. The amount given will still be determined by the above criteria.
- (i) If the MES Council approves funding, the group must submit receipts for all expenses being covered by the MES no later than one month after the conference or competition has concluded.
- (j) Inappropriate or unprofessional delegate behavior gives the MES Executives the right to revoke reimbursement.
- (k) The funding pool is limited and may be exhausted before all delegations apply. The VPF shall decide whether requests are acceptable and within the limits of the MES Budget.

## 2. Affiliate conferences

- (a) The MES will fund 100% of the delegate, transportation, and accommodation fees for the VPX to attend all conferences that have a plenary
  - i. This funding is conditional and may be revoked if the VPX fails to give a presentation to the MES Council outlining the outcomes of the conference.
  - ii. The MES will fund 100% of the delegate, transportation, and accommodation fees for up to two representatives (ideally the President and the VPX) to attend ESSCO Presidents' Meeting
- (b) The MES will fund at least 50% of the delegate, transportation, and accommodation fees for any other delegates requesting financial aid chosen by the Delegate Selection Committee.
  - i. All delegates must write an article or organize an event or activity, up to the discretion of the VPX.
  - ii. Delegates approved by the Delegate Selection Committee as a conference attendee but not for MES funding are able to attend the affiliate conference without any reimbursement of funds.
  - iii. It should be noted that if any delegate has already received funding for another affiliate conference in the same academic year, that that delegate can only be granted funding for an affiliate conference if the reimbursement rate remain consistent across all delegates other than the VPX and President for that same conference.
- (c) The head delegate of the delegation receiving funding must fill out the MES Conference/Competition Application form (Appendix N) and submit it to the VPA.
- (d) The delegation must submit the signed Delegate Code of Conduct (Appendix F) prior to attending the conference. Failing to do so will give the MES Executive the right to revoke reimbursement.

## 3. Competitions

- (a) The MES will fund the delegate and transportation fees for McMaster Engineering Competition winners to attend the Ontario Engineering Competition, and Ontario Engineering Competition winners to attend the Canadian Engineering Competition.
- (b) Winners of the McMaster Engineering Competition shall remit a deposit equivalent to 50% of the delegate fee, with reimbursement contingent upon active participation in the Ontario Engineering Competition, both in the logistical planning preceding the event and during the event itself.
  - i. An exception may be granted on a financial need basis, at the discretion of the Vice President, External Relations.
- (c) The McMaster Engineering Competition Chair(s) shall write an article for The Frequency and/or the MES Website to be published no later than two weeks after each competition, detailing the results of the competitions.
- (d) The head delegate of the delegation receiving funding must fill out the MES Conference/Competition Application form (Appendix N) and submit it to the VPA.

- (e) The delegation must submit the signed Delegate Code of Conduct (Appendix F) prior to attending the conference. Failing to do so will give the MES Executive the right to revoke reimbursement.

### **9.3.5 Intramural Funding Policy**

1. The MES will sponsor intramural sports teams composed of at least 80% MES members. These teams shall be reimbursed up to the percentage of MES members on their roster. If the intramural budget is underperforming the VPF and Sports Coordinator(s) reserve the authority to lower the mandatory member composition to a minimum of 75% MES members. If this happens there would be retroactive reimbursements to teams from the first semester that had already submitted their funding documents.
2. The MES will fund the cost of registration up to \$300, matching the percentage of MES members on the team, not including any required deposits.
3. To receive funding, a team must submit the following items to the Sports Coordinator(s):
  - (a) A completed copy of Appendix X – Intramurals Funding, including a full list of the team's playoff roster, including programs of study and student numbers of each team member, signed by each member of the team, and indicating the percentage of MES members.
  - (b) A standard expense report indicating the value of funding which appropriately reflects the percentage of MES members and the deduction of any required deposits.
  - (c) Copy of the receipt as proof of registration.
4. The Sports Coordinator(s) shall review requests for funding to ensure they meet all requirements, and forward expense reports and receipts to the VPF.
5. The Sports Coordinator(s) will be notified of the budget by the VPF once the budget is approved. The Sports Coordinator(s) should only approve requests within the limits of the budget.
6. The funding pool is limited and may be exhausted before all teams apply. The VPF shall decide whether requests are acceptable and within the limits of the MES Budget.

### **9.3.6 Special Projects Funding Policy**

1. MES members requesting funding for a special project must:
  - (a) For funding requests less than \$500:
    - i. Submit the MES Special Projects Application form, created and maintained by the Student Projects Coordinator(s)
    - ii. Receive a majority vote from the VPSL, the VPF and the President
  - (b) For funding requests between \$500 and \$1000:

- i. Contact the Administrator such that they will be on the agenda for an MES Council meeting.
  - ii. Submit a motion to be put forth at an MES Council meeting, stating the funding amount being requested and the project for which the funds are being requested.
  - iii. Present to the MES Council the purpose of the project, details of the funds requested, and the proposed benefit to students.
- (c) For funding requests greater than \$1000:
  - i. Contact the Administrator such that they will be on the agenda for an MES General meeting.
  - ii. Submit a motion to be put forth at an MES General meeting, stating the funding amount being requested and the project for which the funds are being requested.
  - iii. Present to the MES Members the purpose of the project, details of the funds requested, and the proposed benefit to students
- 2. MES Groups and Teams are not eligible for this funding.
- 3. The funding pool is limited and may be exhausted before any application. The VPF shall decide whether requests are acceptable and within the limits of the MES Budget.

### **9.3.7 Student Projects Funding Policy**

- 1. MES members requesting funding for a student project must:
  - (a) For funding requests less than \$500:
    - i. Submit the Student Projects Application form, created and maintained by the Student Projects Coordinator(s)
    - ii. Receive a majority vote from the VPSL, the VPF and the President
  - (b) For funding requests between \$500 and \$1000:
    - i. Contact the Administrator such that they will be on the agenda for a Council meeting.
    - ii. Submit a motion to be put forth at a Council meeting, stating the funding amount being requested and the project for which the funds are being requested.
    - iii. Present to Council the purpose of the project, details of the funds requested, and the proposed benefit to students.
  - (c) For funding requests greater than \$1000:
    - i. Contact the Administrator such that they will be on the agenda for an MES General meeting.
    - ii. Submit a motion to be put forth at a General meeting, stating the funding amount being requested and the project for which the funds are being requested.
    - iii. Present to the MES Members the purpose of the project, details of the funds requested, and the proposed benefit to students

2. MES Groups and Teams are not eligible for this funding.
3. The funding pool is limited and may be exhausted before any application. The VPF shall decide whether requests are acceptable and within the limits of the MES Budget.

## **9.4 Accounts and Cash**

### **9.4.1 Accounts**

1. The MES shall be the owner of at least:
  - (a) One account at an outside chartered bank or trust company
  - (b) One McMaster University account.
2. The chartered bank account shall be used for the majority of daily operations such as deposits, purchases, and payment of bills.
3. The VPF will administer the chartered bank account, which shall be a corporate account requiring three authorized signing officers, with two out of the three signatures required on each cheque. The three signing officers shall be the President, VPF and VPSL of the MES.
4. The VPF is responsible for administering all cheques, transfers, and deposits, and must receive approval from the proper levels of the MES Council for all payments that have not been previously granted approval by way of the budget.

### **9.4.2 Investments**

1. Funds held by the MES during the school year, in particular in the period between receipt of student fees in October and payment of Engineering Co-op and Career Services (ECCS) fees in March, may be invested by the MES Executive in a higher return venture.
2. The investment must be agreed upon unanimously by the MES Executive, and must involve no risk of loss of funds.
3. The VPF and one of the other signing officers will carry out the investment.
4. Investments will be handled through the chartered bank where the current MES external account is held, unless the MES Executive deems it necessary to use an alternate chartered bank or trust company.

### **9.4.3 Reserve Funds**

1. The MES shall maintain a flexible (no risk) investment account, the sum of which shall constitute a reserve surplus fund (ECCS Fees held by the MES do not count towards this surplus, see MES Bylaws Section 9.4.2).

2. Funds from this reserve shall be used at the discretion of the MES Executive as per Funding Policy (see MES Bylaws Section 9.3).
3. MES members requesting funding from Reserve Funds must submit a proposal to the MES Executive.
4. This fund shall not be used to finance any of the operations mentioned within the operating budget of the fiscal year. (Such as, but not limited to – Social Events, Groups & Teams, Conferences, etc.)
5. For all approved projects, the individual/group must submit receipts for all expenses being covered by the MES prior to receiving reimbursement. The individual/group must also meet all requirements detailed in the Sponsorship Checklist (see Appendix AA) before receiving reimbursement.

#### **9.4.4 Contingency**

1. MES recognizes that prudent management of the society's resources require that the following funds be set aside in order to protect the MES in times of adverse economic condition or where the need for major expenditure may arise:
  - (a) The Operating Contingency budget shall be set to \$30,000. The VPF shall allocate some of the Operating Contingency funds towards other operating budgets, as the year goes on and the operating finance risks are low.
  - (b) The Financial Contingency budget shall be set to \$70,000. Any expenditure from this budget shall be only done at the discretion of the President and the VPF, and should be replenished as soon as possible. This budget shall be treated as Mandatory Retained Earnings, and should be held separate from the MES Operating Budget.

#### **9.4.5 Petty Cash**

1. Petty cash may only be held by the VPF to facilitate the sale of tickets to social events.
2. Petty cash will be held using the cash box or the safe in the MES Office. The cash box must be kept in a secure location at all times.
3. Petty cash in the safe should not exceed \$5000.
4. Large amounts of money that are to be deposited in the bank may be kept in the safe by the VPF for a short period of time pending the next bank deposit.
5. The VPF should empty the safe at least once a month.
6. The combination lock for the safe shall be changed once a year immediately after the VPF has been ratified into the position. Only the Vice President Finance and President shall know the combination.

## 9.5 Student Fees

1. MES student fees are collected yearly with tuition from each undergraduate engineering student by McMaster Financial Services.
2. The per student MES student fee must be represented explicitly in the budget posted to the MES website upon approval by the MES council.
3. All of the funds created by these fees are turned over to the MES by Financial Services in October by way of a cheque. This cheque is to be deposited in the external account such that the money can be used to cover operating expenses during the school year, with the excess being invested in a low-risk venture through the bank.
4. An additional \$50 voluntary contribution will be collected with MES fees from each undergraduate engineering student for the McMaster Laboratory Advancement Benefaction Endowment Fund.
5. An additional \$50 fee will be collected with tuition from each undergraduate engineering student to pay off the construction of the Gerald Hatch Centre.
6. Fees shall be increased by the Consumer Price Index upon a majority vote by the MES Executive.

## 9.6 Accounting

1. The VPF shall keep comprehensive records of all transactions through the MES accounts, by way of books that are to be kept in accordance with good accounting practice. MES shall employ a bookkeeper at the discretion of the VPF.
2. Records may be kept through use of personal computer accounting software, which is to be available on the MES office computer.
3. The VPF shall have the books balanced at the end of each semester and prepared for on demand perusal.
4. The VPF reserves the right to transfer fees to a student account should a cheque not clear due to insufficient funds on part of the MES.

## 9.7 Endowment Funds

### 9.7.1 The McMaster Laboratory Advancement Benefaction Endowment Fund (i.e. macLAB)

1. The administration of the McMaster Laboratory Advancement Benefaction Endowment Fund is the responsibility of the macLAB Board of Directors.
2. The macLAB Board of Directors will administer the fund in accordance with the macLAB Bylaws.

3. The macLAB Bylaws may be changed and updated without approval from the MES Council.

## **9.8 Honoraria & Awards**

1. The MES Executive may choose to honor any MES member by way of an award or gift.
2. The purchase of these awards or gifts must have direct approval from the MES Council before the purchase is made.

## **9.9 Donations**

1. All donations made by the MES shall fall under normal financial policies for release of funds, based on dollar amount, except in the case where the money is raised by fundraising techniques.
2. Proof of donation must be provided to the VPF for records.
3. All donations made by the MES must be publicly reported.

# **10 Inter/Intra University Liaison**

## **10.1 Hosted Conferences and Competitions**

### **10.1.1 General**

1. The McMaster Engineering Society may submit a bid to host any ESSCO/CFES-related conferences or competitions when they become available for bidding by the relevant organization.
2. It is the responsibility of the VPX to form a committee to select Chair(s).
3. It is the responsibility of the Chair(s) to ensure that an organizing committee is formed and active. The number of members on the committee as well as its structure is up to the discretion of the co-chairs.

## **10.2 External Conference and Competitions**

### **10.2.1 Open Conferences and Competitions**

1. Open conferences and competitions are events that can be attended by McMaster undergraduate students in the Faculty of Engineering. They are considered to be open for the VPX and council to review and provide a subsidy if approved. They will be evaluated for valuable conference content and credible organization, and approval is not recurring. It must be reviewed each time the conference or competition is run.



MES Groups and Teams are not eligible to apply for the Open Conferences and Competitions fund.

2. Other conferences or events are considered to be open following review by the VPX. Individuals seeking subsidy must be MES members.

### **10.2.2 Delegation Selection for Open Conferences and Competitions**

1. A head delegate shall select a delegation to attend the conference or competition as they see fit. The delegate selection process shall be transparent, and presented to the MES Council when applying for funding before attending the conference or competition. Delegates should be selected based on appropriate criteria as defined by the conference or competition organizer.

### **10.2.3 Delegate Responsibilities**

1. Delegates are expected to represent McMaster in a positive manner
2. The head delegate is responsible for the following duties:
  - (a) Determining travel arrangements to and from the conference
  - (b) Holding a meeting prior to the conference for all delegates
  - (c) Acquiring receipts/invoices for all delegate, transportation, and accommodation fees
  - (d) Creating a presentation for council to summarize the conference or competition, unless special considerations need to be made for confidentiality purposes
  - (e) Creating a report for publication in The Frequency and/or the MES website detailing events from the conference or competition

### **10.2.4 Affiliate Conferences**

1. Affiliate conferences are conferences that are hosted by student organizations that the MES is currently affiliated with, namely the Engineering Students Societies' Council of Ontario (ESSCO) and the Canadian Federation of Engineering Students (CFES). Any McMaster undergraduate student in the Faculty of Engineering is eligible to apply to attend Affiliate conference, except for ESSCO PM and CFES PM. Only students who are MES members will be considered as a delegate unless they demonstrate financial need at the discretion of the VPX.
2. The following are annual closed conferences officially recognized by the MES:
  - (a) Engineering Student Societies' Council of Ontario Annual General Meeting (ESSCO AGM)
  - (b) Engineering Student Societies' Council of Ontario President's Meeting (ESSCO PM)

- (c) Engineering Student Societies' Council of Ontario Professional Engineers of Ontario student conference (ESSCO PEO-SC)
- (d) Engineering Student Societies' Council of Ontario First Year Integration Conference (ESSCO FYIC)
- (e) Canadian Federation of Engineering Students President's Meeting (CFES PM)
- (f) Canadian Federation of Engineering Students Canadian Engineering Leadership Conference (CFES CELC)
- (g) Canadian Federation of Engineering Students Conference on Sustainability in Engineering (CFES CSE)
- (h) Canadian Federation of Engineering Students Conference on Diversity in Engineering (CFES CDE)

### **10.2.5 Delegate Selection for Affiliate Conferences**

1. The VPX shall act as head delegate to all affiliate conferences recognized by the MES when there is a vote
  - (a) In the event that they cannot attend, the President or another representative will attend in their place
  - (b) For affiliate conferences that do not have a plenary or General Assembly, the Delegation Selection Committee (see MES Bylaws Section 4.4.4) will choose a replacement from the pool of interested applicants – priority shall be considered in the following decreasing order (with conference experience being taken into account): Executive members, Council members, general members.
2. The remainder of the delegation is to be chosen by the Delegate Selection Committee from the pool of interested applicants
3. All students interested in becoming a delegate must submit an application created by the VPX.
4. Delegates shall be selected according to the following criteria:
  - (a) Their status as a current MES member
  - (b) Past, present, and intended future involvement with the MES and the host organization (i.e. ESSCO or CFES)
  - (c) Ability to represent McMaster as a mature and responsible student
  - (d) Involvement in extracurricular engineering-related activities
  - (e) Appropriateness for the delegate to attend based on the conference content
5. The Delegate Selection Committee shall decide on an appropriate number of delegates to send to each conference and is to choose a delegation representative of the engineering student body (i.e. year, program, Team members).
6. Conference applications shall be advertised by the VPX through appropriate channels.

### **10.2.6 Delegate Responsibilities**

1. The delegates are all to attend different workshops at the conference, and be attentive at all sessions.
2. The head delegate is responsible for the following duties:
  - (a) Determining travel arrangements to and from the conference
  - (b) Collecting delegate and transportation fees.
  - (c) Holding a meeting prior to the conference for all delegates and the VPX, if the head delegate is not the VPX.
  - (d) Acquiring receipts/invoices for all delegate, transportation, and accommodation fees.
  - (e) Keeping delegates informed on their conference duties, in advance of the conference.

### **10.2.7 Closed Competitions**

1. Closed Competitions are conferences that are attended by invitees only. Invitations are offered based on performance at other competitions. The following annual competitions are officially recognized by the MES:
  - (a) Ontario Engineering Competition (OEC)
  - (b) Canadian Engineering Competition (CEC)

## **11 Services**

### **11.1 Publications**

#### **11.1.1 Approval**

All material published in the Plumblin, Frequency and Engineering Handbook must first get unanimous approval from the Editorial Review Committee (see MES Bylaws Section 4.4.5).

#### **11.1.2 Purpose**

The purpose of an MES publication is:

1. To provide a means of communication for the MES.
2. To provide information to the engineering students at McMaster University.
3. To provide news and feature coverage of campus and/or engineering related events.
4. To provide a forum through which students can express their concerns or opinions.

### 11.1.3 Editorial Policy

Material considered for publication must be consistent with the above purposes and the following editorial policy:

1. Any material submitted to these publications is considered for publication if, in the opinion of the editors, it is:
  - (a) A paid advertisement or classified listing.
  - (b) A feature dealing with engineering-related issues.
  - (c) A message from the MES Team or Executive.
  - (d) An editorial or letter to the editors.
  - (e) A feature coverage of a campus and/or engineering-related event.
  - (f) A message from Engineering Co-op and Career Services.
  - (g) A humorous piece for entertainment purposes.
2. Material considered for publication will NOT be printed if, in the opinion of the Editor(s) or the Editorial Review Committee, it is:
  - (a) RACIST. Racist material is any material deemed to explicitly or implicitly defame or discriminate against any person or group on the basis of their ethnic, national, or religious background.
  - (b) SEXIST. Sexist material is any material judged to explicitly or implicitly promote gender inequality, indicate sexual bias or imply discrimination on the basis of gender.
  - (c) HOMOPHOBIC. Homophobic material is any material judged to explicitly or implicitly defame or discriminate against any specific person or group on the basis of their (perceived) sexual orientation, or be based upon hatred and/or intolerance of homosexuals or homosexual culture.
  - (d) LIBELLOUS. Libellous material is any material that unfairly defames any person's character or reputation through innuendo or falsehood.
  - (e) PORNOGRAPHIC. Pornographic material is any material judged to be erotic or sexual nature intended to excite prurient feelings.
3. The use of vulgar language will be limited to the Plumblines and the Engineering Handbook. Vulgar language will be limited to those colloquialisms commonly found in the average university student's vocabulary.
4. All other areas not specifically covered by this policy are left to the discretion of the Editor(s) and the Editorial Review Committee.
5. If the occasion arises where an article is printed and distributed which the Dean of Engineering deems unacceptable for reading, the paper must immediately be retracted. In this case, at least 80% of the publication must be collected.
6. Any complaints about the contents of one of the publications of the MES shall be handled in the following manner:

- (a) The MES VPC must be contacted and informed of the specific concerns and problems.
- (b) All valid complaints will receive a response within two weeks and an invitation to meet with the MES President and the Editorial Review Committee.
- (c) If the situation is not resolved at this point, a meeting will be set with the Dean of Engineering, the MES President, and the Editorial Review Committee to discuss appropriate actions.
- (d) If at any point it is felt that a formal apology or any such action is warranted, one will be sent to the complainant and published in the next issue of the publication.

#### **11.1.4 Plumblines**

The Plumblines are the McMaster Engineering Society's humorous student publications.

##### **1. Printing and Distribution**

- (a) Printed in newspaper format, it may contain student pictures, jokes, etc. selected by the Plumblines Editor(s).
- (b) Issue distribution should be scheduled at least twice a semester, pending time and budget constraints.
- (c) The Plumblines Editor(s), Publications Editor, and the VPC should decide on the number of papers printed.
- (d) The paper should be distributed through the DW Lounge.
- (e) The entire contents of each Plumblines must be reviewed by the Editorial Review Committee to ensure the contents strictly fall within the guidelines of the Editorial Policy (see MES Bylaws Section 4.4.5 and 11.1.3).
- (f) The Plumblines must be given to the Editorial Review Committee one week prior to being sent to print. The Plumblines can only be sent for print once the Plumblines Editor(s) have received a response from the majority of the Editorial Review Committee.

##### **2. Disclaimer Policy**

- (a) The contents of the paper must include a disclaimer that explains to all readers that the articles are for entertainment purposes only, and are not intended to offend any person or party.
- (b) A similar disclaimer should be given to sponsors to make them aware of the paper's contents.
- (c) If student pictures or names are being used, the Plumblines Editor(s) must obtain the written permission of the student(s).

#### **11.1.5 Frequency**

The Frequency is a serious publication that includes information regarding upcoming academic and social events or announcements of the MES and affiliated clubs and teams.

Material from other groups can be included, space permitting. Inappropriate pictures such as pictures of substance consumption/abuse will not be printed in the Frequency.

1. Publishment and Distribution

- (a) The Frequency is published quarterly (twice a semester) of the academic year.
- (b) The number of copies printed is left at the discretion of the Frequency Editor(s), Publications Editor, and the VPC.
- (c) Distribution should occur via the MES website, social media, and MES representatives.
- (d) An additional supply of the Frequency should be placed in the DW Lounge, Engineering Alumni Office, Associate Dean's Office, and outside of Engineering Co-op and Career Services.

### 11.1.6 Engineering Handbook

The Engineering Handbook is a publication primarily targeted to first year engineering students with the intention of introducing them to McMaster Engineering culture, while providing them with a humorous and useful agenda booklet.

1. Printing and Distribution

- (a) The Handbook Editor(s) shall ensure that the Handbook is ready for distribution during Welcome Week.
- (b) The Handbook Editor(s), Publications Editor, and the VPC shall decide the number of Handbooks to be printed, provided that at least enough copies are printed to provide one to each first year student.
- (c) Extra copies shall be distributed to upper level students.

2. The Handbook should include the following components:

- (a) Front and back laminated covers, illustrated in colour
- (b) MES Team email and position list
- (c) MES Executive introductions
- (d) Class schedule for each term
- (e) Monthly calendars
- (f) Daily planners with MES events printed on appropriate dates
- (g) List and description of MES committees and sign up procedures
- (h) Page for contact listings
- (i) Jokes, poems, drawings, engineering traditions
- (j) On and off-campus advertisements
- (k) Coupons
- (l) Annual MES award information
- (m) Introduction to the MES
- (n) List and description of all MES Awards

## 11.2 Website

The MES website acts as a source of information for the McMaster Engineering student body and those interested in our faculty. With that in mind, the following points should be followed with respect to the website.

1. The Website Coordinator(s) is responsible for creating and maintaining the website.
2. The Information Technology Coordinator(s) is responsible for resolving technical issues surrounding the website and ensuring website uptime.
3. The language throughout the website should be clean and appropriate.
4. There shall be no pictures of substance consumption/abuse or people committing inappropriate acts.
5. Images that could be used for blackmail purposes will not be posted.
6. If requested by any party, specified images must be removed promptly and without question.
7. The website should have an up to date repository of all MES documents (Constitution, Bylaws, Policy Manual, meeting minutes, Plumbline, Frequency, Reports, etc.) and event news.
8. Website editing access will be limited to the President, MES Executive, Website Coordinator(s), and Information Technology Coordinator(s). Further access may be granted at the discretion of the VPC.

## 11.3 DW Lounge

The David Wilkinson Undergraduate Engineering (DW) Lounge is for the use of undergraduate engineering students only. It is thus the responsibility of the Society to maintain the room in an orderly way.

### 11.3.1 Facilities and Services

1. The following shall be provided in the DW Lounge:
  - (a) Microwave
  - (b) Couches, chairs, tables, whiteboards with markers
  - (c) Access to Project Magazine and Engineering Dimensions
  - (d) Mailboxes for MES Team members
2. Rules of Conduct
  - (a) Students are expected to behave appropriately.
  - (b) Vandalism is not permitted.
  - (c) Students are permitted to eat in the lounge, but are responsible for the clean up of their own food.

- (d) Notices of these rules and regulations should be posted in the DW Lounge.
- 3. All facilities shall be maintained and kept in working order by the DW Lounge Coordinator(s) (see MES Bylaws Section 3.1.1).

## **11.4 Drain**

The Drain is the store of the MES. It is the main distribution outlet for McMaster Engineering paraphernalia, tickets to events, and any other items sold on behalf of the MES. The Drain Coordinator(s) are responsible for daily operation of the Drain (see MES Bylaws Section 3.1.5).

### **11.4.1 Staffing Policies**

1. Hiring
  - (a) It is the Drain Coordinator's responsibility to recruit responsible and reliable volunteers to staff the Drain.
  - (b) The Drain Coordinator(s) should select students from different years if possible.
  - (c) All students selected by the Drain Coordinator(s) must sign a contract prior to working in the Drain (see MES Policy Manual Section G.A).
  - (d) All Drain volunteers must hold a MES membership throughout the duration of their term, unless a financial need exemption is granted at the discretion of the Chief Returning Officer.
2. Training
  - (a) It is the sole responsibility of the Drain Coordinator(s) to educate and train the volunteers. There will be an employee training session offered by the Drain Coordinator(s) which outlines the procedures involved with selling items, and proper sales etiquette and time commitments.
3. Staff Responsibilities
  - (a) Each volunteer is responsible to appear for their shift at their scheduled time. If any volunteer cannot appear during their time, the volunteer must give at least 24 hours notice to the Drain Coordinator(s) outlining the reason they can not make it. If there is no reason given, the volunteer is given a warning. Volunteers may be removed from the staff if this is a recurring event at the discretion of the Drain Coordinator(s).

### **11.4.2 Theft Policy**

Regarding any theft of items from the Drain, the following actions must be taken:

1. All volunteers working that day should be informed of the theft.



2. The Drain Coordinator(s) is responsible for finding the person or persons involved in the theft. If the guilty party is not found, the Drain Coordinator(s) must refer to the inventory check sheet.
3. The Drain Coordinator(s) must report any thefts directly to the President and VPF
4. To reduce the amount of theft that can occur, only \$200 is allowed to remain in the drain overnight. The Drain Coordinator(s) is responsible to coordinate with the VPF to put any additional money in the safe.

#### **11.4.3 Pricing**

The goal of the Drain is not to make a tangible profit towards the MES, but rather to provide a service to the engineering students. For this reason, prices do not have to be increased from the wholesale value by a large amount. It is left at the discretion of the Drain Coordinator(s) and VPF how much to mark up or discount each item.

#### **11.4.4 Advertising Policy**

1. All advertising must be developed and approved by the VPC.
2. There must be no degradation of other faculties, professors, students or university staff.
3. There is to be no false advertising. It should be indicated in the ad that a sale is valid "while quantities last."

#### **11.4.5 Access Cards**

Only the following people will have access cards to get into the Drain:

1. President
2. Vice President, Finance
3. Vice President, Academic
4. Vice President, Internal
5. Drain Coordinator(s)
6. The Co-Orientation Coordinators (From April of each year until 2 week after Welcome Week)
7. Director of Events
8. Director of Academic Resources

### 11.4.6 Student Organizations Merchandise

Engineering student organizations wishing to sell items through the Drain must contact the Drain Coordinator(s) for authorization. This service will be strictly limited to MES Clubs and Teams. Item sales are separated into three categories: pre-orders & event tickets, small merchandise, and large merchandise.

1. Merchandise pre-orders and event tickets are characterized by not requiring any physical merchandise to be kept in the Drain.
  - (a) Student organizations wishing to sell merchandise pre-orders or event tickets through the Drain must send the Drain Coordinator(s) a detailed email describing the merchandise/event, pricing, number to be sold, and a link to a form for customers to fill out. This email must be sent a minimum of 2 weeks before sales begin.
  - (b) The Drain will then sell said merchandise pre-order or event ticket for a maximum of 2 weeks unless specific permission is granted by the Drain Coordinator(s).
  - (c) The Drain is not responsible for the distribution of the pre-ordered merchandise once it arrives, unless separate authorization of small or larger merchandise is given.
  - (d) Revenue shall be reimbursed by the VPF no more than one month after sales finish.
2. Small merchandise is characterized by requiring minimal storage space and includes patches, stickers, pins, lanyards, stickers, and other such items.
  - (a) Student organizations wishing to sell small merchandise through the Drain must fill out the Drain Club Merchandise Form and send it to the Drain Coordinator(s) (see MES Policy Manual Section G.W).
  - (b) The merchandise will be placed in the display and sold the same way as all regular merchandise.
  - (c) Revenue shall be reimbursed by the VPF semi-annually until there are no more items remaining.
3. Large merchandise is characterized by requiring a significant amount of storage/display space. This includes shirts, hoodies, hats, and other such merchandise.
  - (a) Large merchandise will generally not be taken due to lack of storage and display space.
  - (b) Exceptions may be made for more “general” engineering merchandise - merchandise which is not specific to one single student organization. This is at the discretion of the Drain Coordinator(s) and VPF.
  - (c) If an exception is granted, the merchandise must be processed in the same fashion as small merchandise.
4. Merchandise pick-up is characterized by student group swag that has been pre-ordered for individuals.

- (a) The timeline and duration of the merchandise pick-up will be decided at the discretion of the Drain Coordinator(s).

## **11.5 MES Office**

### **11.5.1 Office Use**

The MES Office is for the use of the following MES Team members only:

1. All MES Executive members
2. All Directors
3. Frequency Editor(s)
4. Plumblin Editor(s)
5. Handbook Editor(s)
6. Information Technology Coordinator(s)
7. Drain Coordinator(s)
8. The Co-Orientation Coordinators
9. Administrator
10. Equity and Inclusion Officer
11. Chief Returning Officer
12. Publications Editor
13. Gerald Hatch Centre Student Coordinator(s)
14. All Program Representatives
15. The Welcome Week Orientation Planning Committee (from May until the day before the first day of classes)

### **11.5.2 Keys, Security and Auxiliary Access**

1. The MES office is secured with a keycard lock for which only the above MES Team members will be given keycard access to.
2. It is the Responsibility of the Vice-President, Internal to assign and revoke keycard access to the MES Office.
3. Under special circumstances, other MES Team members who request use of the office for MES Team activities may also be issued provisional access by one of the members listed in the MES Policy Manual Section B.6.1.
4. Any MES members currently serving on Engineering Student Societies' Council of Ontario or Canadian Federation of Engineering Students may be given limited access for business of their position only. This request must be approved by the MES Executive.

5. A contract must be signed by all office users to ensure that all rules pertaining to the MES Office are followed (see MES Policy Manual Section G.V) and must be submitted to the Administrator.

### **11.5.3 Etiquette and Housekeeping**

1. Each user of the office is responsible for cleaning up after themselves. This includes disposing of scrap paper and food, recycling appropriate materials, wiping off desks and the productions computer, and securely locking the door.
2. At the beginning of the school year, at the end of each semester, and at the end of their term of office, the Administrator will conduct an inventory check of the office to ensure archived material is not lost and to check for theft. The MES is not accountable for items not belonging to MES.

### **11.5.4 Office Equipment**

1. The MES Office contains one computer, printer, and stationary supply. The computer contains word-processing, spreadsheet, and design software for MES-related work including typing meeting minutes, creating posters, designing newspaper layouts, etc.
2. The Information Technology Coordinator(s) is responsible for the installation and maintenance of office equipment.
3. Only the Information Technology Coordinator(s) is authorized to install software on the computer.
4. Any MES activities take priority over the use of the computer for personal business.
5. Stationary is purchased as needed by the Administrator for the printer and for MES work only.

## **11.6 MES Trailer**

The MES Trailer is property of the MES. It is available for use by any recognized MES Group or MES member and shall be administered by the Trailer Coordinator(s). No modifications (including applying decals to the exterior) shall be made to the MES Trailer without prior consent from the Trailer Coordinator(s) and the MES Executive.

### **11.6.1 Bookings**

1. All bookings must be made at least one week in advance.
2. The Trailer Coordinator(s) will organize bookings.
3. One person in the group booking the MES Trailer must sign a contract of liability.
4. The group booking the MES Trailer must provide information about the driver, vehicle that will be towing the MES Trailer, and proof of insurance for towing a trailer.

5. The group booking the MES Trailer is responsible for cleaning up any mess left in or on the MES Trailer. Failure to do so may result in a \$50 fine, at the discretion of the Trailer Coordinator(s) and the MES Executive.
6. Any articles left in the MES Trailer become property of the MES if they are not claimed within one week of the MES Trailer being returned.

### **11.6.2 Keys**

1. There shall be three sets of keys to the MES Trailer, one of which will be held by the VPF and the other two will be held by the Trailer Coordinator(s).
2. Keys can be picked up by the group who has the MES Trailer booked no more than two days before their scheduled booking period.
3. All keys to the MES Trailer must be returned to the Trailer Coordinator(s) within two days after the scheduled booking period has ended.
4. No additional copies of the MES Trailer keys may be made, except by the Trailer Coordinator(s) with written permission from the MES Executive. If illegal copies are found, the offending party will be subject to loss of privileges or other punishment as recommended by the MES Executive.

### **11.6.3 Use of Trailer**

All borrowers of the MES Trailer must comply with the MES Trailer Usage Guidelines and sign the MES Trailer Use Contract and submit it to the Trailer Coordinator(s) (see MES Policy Manual Section G.G).

### **11.6.4 Damage**

1. Any damage to the MES Trailer must be reported to the Trailer Coordinator(s) immediately.
2. Groups or individuals borrowing the MES Trailer may be held responsible for any damage incurred during its use.
3. Only the Trailer Coordinator(s) is authorized to perform or sanction any type of repair on the MES Trailer.
4. If a group has not taken proper action in the event of damage and inconveniences another group's ability to follow through with their own booking, a minimum of \$100, or 10% of the damage cost (whichever is greater) inconvenience fee will be imposed upon the group.

## 11.7 MES Equipment Rental

The MES offers many different types of equipment for rental to MES students and MES student groups. The full list of equipment is summarised below:

1. Projector (see MES Policy Manual Section G.I)
2. DSLR Camera (see MES Policy Manual Section G.J)
3. Tent (see MES Policy Manual Section G.K)
4. Wireless Radios (see MES Policy Manual Section G.L)
5. Water Coolers & Coffee Urns (see MES Policy Manual Section G.R)
6. Button Maker (see MES Policy Manual Section G.T)

## 11.8 Storage Room

Only the President, VPI, and both of the Co-OCs shall have access to the basement storage room (JHE-195A). The Co-OCs shall return this key by the second Friday following Welcome Week.

## 11.9 McMaster Peer Tutoring Program

The McMaster Peer Tutoring Program is a program developed to help McMaster Engineering students excel in their studies at McMaster and to create part-time employment opportunities for potential tutors. All aspects of this program will be managed by the Student Success Centre and the VPA.

### 11.9.1 MES Tutoring Network

1. The McMaster Peer Tutoring Program is a program developed to provide McMaster students access to academic assistance through the provision of tutors for courses at McMaster at an affordable price. The MES is to maintain its partnership with the Student Success Centre unless the MES no longer benefits from the relationship. The MES Tutoring Network is a subset of the McMaster Peer Tutoring Program offered by the Student Success Centre. The MES Tutoring Network is designed to encourage peer-to-peer academic support by offsetting the cost of tutoring sessions between MES members. The VPA is responsible for maintaining the MES' relationship with the Student Success Centre to upkeep the Tutoring Network as long as the relationship is beneficial to the MES membership, and it follows the following expectations of the MES Tutoring Network:
  - (a) The entirety of the monetary sponsorship of the program the MES provides shall be applied directly to reducing the cost of tutoring costs for MES members.
  - (b) Both the tutee and the tutor in a MES sponsored session must be MES members.

- (c) There must exist a reasonable limit to the monetary value which any one tutee can take out of the system
2. Online Coupons
    - (a) The VPA will ensure that all MES members pay no more than \$5 per coupon, up to a limit of 10 per student per academic term
    - (b) More than one voucher may be redeemed per session with a tutor
    - (c) Tutors must be able to earn no less than the minimum wage rate in Ontario.
    - (d) Online Coupons can only be purchased by McMaster Undergraduate students in Faculty of Engineering for personal use.
  3. Tutors
    - (a) Must be registered with the MES to be recognized as an MES tutor
    - (b) Must have received a grade of 10 or higher in a course to be able to qualify to be a tutor for that course
    - (c) There is no limit to the number of redeemable vouchers for tutors

## **11.10 MES Textbook Library**

The MES Textbook Library is a service provided by the MES to provide McMaster undergraduate students in the Faculty of Engineering with textbooks for free. The MES Textbook Library shall be run out of the Drain and shall be maintained by the DoAR.

### **11.10.1 Operation**

1. The MES Textbook Library shall be run out of the Drain during regular operating hours.
2. When an individual signs out a textbook, the Drain volunteer must record the individual's McMaster email along with the identification of which textbook is signed out.
3. All textbooks shall be returned to the Drain before the Drain's last operating hours of a semester.
4. If a textbook is outstanding past the end of the semester, the individual who signed out the account shall be charged a \$100 fine to their student account, unless otherwise arranged with the DoAR.

## **11.11 MES Academic Workshops**

### **11.11.1 MES-Organized Workshops**

1. The MES runs academic and technical workshops for general first year and second year engineering courses. The DoAR is responsible for organizing workshops, finding workshop leads (upper year students), and paying them.

2. Workshop leads shall be paid at a rate of \$27/hour, up to a maximum of 3 hours per workshop.
3. Workshop leads must complete Appendix Y and submit it to the DoAR in order to be reimbursed.
4. Workshop leads shall not be teaching assistants for courses they are organizing workshops for.

### **11.11.2 Program-Society-Organized Academic Workshops**

1. Program Societies may run their own academic workshops for department-specific courses. Program Societies are responsible for organizing workshops and finding workshop leads, and paying them.
2. All Program societies shall submit for prior approval from the DoAR, at least 2 weeks prior to any eligible academic workshops which they would request funding.
3. Workshop leads shall be paid at a rate of \$27/hour, up to a maximum of 3 hours per workshop and 1 help session lead per workshop.
4. MES Program representatives are responsible for ensuring that their workshop leads complete Appendix Y and for submitting it to the DoAR in order for their Program Society to be reimbursed.

## **11.12 Coveralls**

Coveralls are worn by undergraduate engineering students to represent the Faculty of Engineering. The coveralls are a well-known symbol within the University, the Hamilton area, and engineering schools across the province and country. The coveralls have a complex, deep-rooted history. The coverall approval process ensures that the coveralls are worn by those who understand the significance of the coverall and the responsibility that comes with wearing the coverall.

### **11.12.1 Coverall Oversight Committee**

1. The Coverall Oversight Committee is responsible for:
  - (a) Ensuring the coveralls are positively representing the Faculty of Engineering
  - (b) Reviewing and approving Coverall Sponsor applications
  - (c) Reviewing and approving Coverall Event applications
  - (d) Reviewing and approving Coverall applications
  - (e) Rescinding Coverall Sponsor and Coverall Event approval
  - (f) Evaluating infringements and consequences for individuals who break the Sponsor Contract, Coverall Usage Contract, and Coverall Code of Conduct.
2. The Coverall Oversight Committee will be chaired by the Vice-President External.



3. The voting membership of the Coverall Oversight Committee shall consist of:
  - (a) President
  - (b) Vice-President, Student Life
  - (c) Co-Orientation Coordinators
    - i. The term is their Welcome Week calendar year (January - December)
  - (d) Equity, Diversity, and Inclusion Officer
4. All decisions of the committee must be unanimous.

### **11.12.2 Responsibilities**

1. The Vice-President, External is responsible for:
  - (a) Overseeing and being ultimately responsible for the coveralls.
  - (b) Track the inventory of coveralls and organize future orders of coveralls.
  - (c) Collaborate with the Drain Coordinators on the purchase and distribution of coveralls.
  - (d) Coordinating sizing, pick-up, and payment with approved applicants during regular Drain operating hours in order for the Drain volunteers to facilitate payment.
  - (e) Maintaining and updating the Coverall Sponsor, Coverall Event, and Coverall Application forms.
  - (f) Collecting a list of individuals attending the Coverall Event from the Coverall Sponsor.
  - (g) Ensuring the voting members of the Coverall Oversight Committee review applications on a regular basis.
  - (h) Communicating application status with Coverall Sponsors and the application status of their Coverall Event(s).
  - (i) Maintaining a list of club executives, vetting the eligibility of Coverall Sponsor applicants, and acting as the Coverall Sponsor for Student Organization leadership.
  - (j) Communicating application status with Coverall Applicants.
  - (k) At their discretion, appoint and oversee a Chair and delegate responsibilities to the Chair.
2. The Chair is responsible for:
  - (a) Organizing meetings to further discuss applications, where necessary.
  - (b) Executing responsibilities as delegated by the Vice-President, External.

### **11.12.3 Coverall Sponsors**

1. Coverall Sponsors are individuals in the engineering community who act as sponsors for individuals who are applying for coveralls.

2. Student leaders in MES Groups, Teams, Program Societies, Committees, and Affiliates (hereafter referred to as “Student Organizations”) may apply to become a Coverall Sponsor.
3. All Coverall Sponsors must submit a signed Coverall Sponsorship Usage Contract (Appendix Z) with their Coverall Event application.
4. Upon approval of their Coverall Event, Coverall Sponsors must still fill out the Coverall Application if they are interested in wearing their own coveralls.

#### **11.12.4 Coverall Events**

1. Coverall Events are events where the coverall will represent the Faculty of Engineering in a positive light.
2. Coverall Event applications must be submitted by an individual meeting the criteria of a Coverall Sponsor as outlined in 11.12.3.
3. Coverall Event applications are required for all events where coveralls will be worn.
4. Coverall Events need to be resubmitted each year, even for an event with the same name and purpose.
  - (a) The Coverall Sponsor for the event must be the current President, Lead, Principal Investigator, or individual of equivalent title.
5. Examples of eligible Coverall Events include, but are not limited to:
  - (a) Welcome Week
  - (b) ESSCO and CFES Conferences
  - (c) Team competitions
  - (d) Contingents at a parade
6. The Coverall Event application will consist of questions determined at the discretion of the Coverall Oversight Committee.
7. Coverall Events will be approved or denied at the discretion of the Coverall Oversight Committee.

#### **11.12.5 Coverall Applications**

1. The Coverall Application is required only for individuals who are interested in obtaining their own coveralls to represent the Faculty of Engineering at a Coverall Event (hereafter referred to as “Coverall Applicants”).
2. The Coverall Application Form will consist of the following:
  - (a) Personal Information
    - i. Full Name
    - ii. McMaster Email

- iii. Starting year at McMaster
- iv. Program
- v. Proof of Enrolment
- (b) Coverall Information
  - i. Coverall Event
  - ii. Sponsor Name
  - iii. Signed Coverall Usage Contract (Appendix AA)
  - iv. Signed Coverall Code of Conduct (Appendix AB)
- (c) Proof of Training
  - i. Accessibility for Ontarians with Disabilities Act (AODA) and University Health & Safety (UHS) Trainings
    - A. AODA and Human Rights Code
    - B. Health and Safety Orientation
    - C. Violence and Harassment Prevention
  - ii. It Takes All of Us (CONSENT 1A00)
  - iii. Responding to Disclosures on Campus
  - iv. More Feet on the Ground
- 3. The Coverall Application may consist of additional questions and training determined at the discretion of the Coverall Oversight Committee.
- 4. Coverall Applications will be cross-referenced with a list of individuals attending the Coverall Event.
- 5. Coverall Applications will be approved or denied at the discretion of the Coverall Oversight Committee.
- 6. Once approved, the Coverall Applicant will be contacted to coordinate sizing, pick-up, and payment.
- 7. Engineering Welcome Week Representatives are exempt from the Coverall Application process, by virtue of the Welcome Week Representative recruitment process and the Student Success Centre Welcome Week Representative training.
  - (a) Engineering Welcome Week Representatives are bound to all other regulations other than the Coverall Application process.

## **12 Awards**

### **12.1 General Policies**

- 1. All annual awards and their descriptions must be listed in the Engineering Handbook.
- 2. General Nomination Procedure:
  - (a) Notice of all nomination periods and procedures must be clearly posted on the MES website and any other social media, and published in the Frequency.

- (b) All nomination forms must include the name and contact information of the nominee and the award for which they are being nominated.
  - (c) Space must be available for comments outlining the reasons for nomination.
  - (d) All nomination forms received after the close of the nomination period shall be declared invalid with no exception.
3. The Awards Selection Committee will select the recipients of MES awards in accordance with the criteria of each award (see MES Bylaws Section 4.4.2).
  4. In order to create new awards, whether they be recurring or unique:
    - (a) All proposals must have established the terms of the fund and the criterion by which candidates will be judged. A statement of the terms of the award must be added to the Policy Manual.
    - (b) The method of administering the awards must be decided upon prior to passage of the award.
  5. At the discretion of the MES Executive, awards may include an honorarium, funded by the MES, no greater than \$200 per award.
  6. The MES Council must approve awards funded by an external source, through a two thirds majority vote at an MES Council meeting.

## 12.2 MES Awards

1. Team Appreciation Award
  - (a) Up to three Team Appreciation Awards shall be given out each year at Fireball for exceptional work on the MES Team.
  - (b) Recipients must be a member of the MES Team, and may be either appointed or elected.
  - (c) MES Executive members are ineligible for this award.
  - (d) The MES Executive shall choose the recipients for this award..
2. "Image of an Engineer" Award
  - (a) Up to three "Image of an Engineer" Awards shall be given out each year at Fireball.
  - (b) The "Image of an Engineer" Award is given to an undergraduate Faculty of Engineering student who contributes to improving the image of an engineer through extracurricular, leadership, and/or community activities.
3. Faculty Appreciation Award
  - (a) Up to two Faculty Appreciation Awards shall be given out each year at Fireball.
  - (b) The Faculty Appreciation Award is given to a faculty or staff member within the Faculty of Engineering, to recognize a significant contribution outside of the classroom to the undergraduate Faculty of Engineering students at McMaster University.

4. Outstanding Teaching Assistant Award

- (a) Up to two Outstanding Teaching Assistant Awards shall be given out each year at Fireball.
- (b) The Outstanding Teaching Assistant Award is given to a Teaching Assistant, of a Faculty of Engineering course, who has gone above and beyond in order to provide an engaging learning environment for their students.

5. President's Award

- (a) Up to two President's Awards shall be given out each year at Fireball.
- (b) The President's Award is given to an MES member for their exceptional contributions to the MES.
- (c) The President is ineligible for this award.
- (d) The President shall choose the recipients for this award.

## **13 Special Events**

All MES events must follow the principles and procedures set out by the University Health and Safety (UHS).

### **13.1 Welcome Week**

WW is a week-long event for first year students aimed at welcoming them into the McMaster Engineering community. WW is filled with programs and events relating to community building, wellness, and McMaster Engineering traditions & culture.

"Welcome Week Representatives" will hereafter be referred to as "Welcome Week Reps".

#### **13.1.1 Purpose**

- 1. WW has the following purposes:
  - (a) To welcome first year engineering students to McMaster.
  - (b) To foster pride in our school and our faculty.
  - (c) To introduce first years to their new classmates and to upper year students.

#### **13.1.2 Welcome Week Rules**

- 1. The purpose of Welcome Week Reps is to make sure first year students have a fun and safe WW.
- 2. Reps shall remain sober while participating in official WW activities.
- 3. Reps are responsible for the safety of first year students during all WW events.

4. Reps are responsible for ensuring that first year students return safely to their place of residence.
5. Reps must adhere to the Welcome Week Discipline Code, as well as the principles of the University's Risk Management Policy.
6. Reps will ensure that they demonstrate respect for first year students at all times.
7. Any Reps displaying offensive and/or inappropriate behaviour may be removed from their position, without warning, upon agreement by the Welcome Week Orientation Planning Committee. This includes any violation of their Welcome Week contract.

### 13.1.3 Organization

WW is to be planned out by the appointed Co-OCs and Welcome Week Orientation Planning Committee. The Coordinators and Committee select the Welcome Week Reps for that year.

1. See MES Bylaws Section 3.1.3 for responsibilities of the Co-OCs.
2. See MES Bylaws Section 4.2 for responsibilities of the Welcome Week Orientation Planning Committee.
3. Selection of Welcome Week Reps:
  - (a) The Welcome Week Orientation Planning Committee will hold group auditions and individual interviews for all interested engineering students in February or early March.
  - (b) Common sense and safety questions are to be asked individually of the group members at the time of their try-out. All chosen Welcome Week Reps must display a commitment to abiding by the rules of Student Success Center and the Welcome Week Values and Guiding Principles.
  - (c) Upon selection, Welcome Week Reps must hold an MES Membership for the academic year for which selection occurs.
  - (d) A financial need exemption to the MES Membership may be granted at the discretion of the Co-OCs.
4. Welcome Week Rep Suits:
  - (a) Welcome Week Rep suits are red coveralls, with the McMaster Engineering Fireball on the back.
  - (b) Welcome Week Reps must pay for their own suits.
  - (c) A financial need exemption to the cost of the Welcome Week Rep suit may be granted at the discretion of the Co-OCs.
  - (d) Decoration of the suits must be in good taste, and comply with the guidelines of the Student Success Centre.

### 13.1.4 Events

1. All Welcome Week Reps and first year students must respect the community and environment they are in, especially during off campus events.
2. Events that may be held during WW include:
  - (a) Success Portfolio
  - (b) Engineering Olympics
  - (c) Faculty Night
  - (d) Bus Pull
    - i. A double-length city bus is pulled around downtown to raise money for Cystic Fibrosis as part of Shinerama.
  - (e) Campus Tour
  - (f) Trust Walk
  - (g) Graduation Ceremony
    - i. First years are knighted by the MES President with the Sword, and congratulated by the Welcome Week Reps.
  - (h) WW video

## 13.2 Fireball

1. Fireball is to be organized by the Fireball Coordinator(s) and scheduled to occur between the second last week of January and the first week of February. The Fireball venue should be booked by the Fireball Coordinator(s) shortly after they are ratified into the position.
2. Tables will be reserved for the Faculty, upon request, at the same cost as the student tickets.
3. The outgoing MES President shall present the President's Sword to the incoming MES President at the event.
4. MES Council Appreciation Awards, "Image of an Engineer" Awards, President's Awards, Outstanding Teaching Assistant Awards, and Faculty Appreciation Awards shall be presented at the event (see MES Policy Manual Section C).

## 13.3 Back2School Week

1. Back2School Week is held two weeks following WW.
2. It is the VPSL's duty to organize the event with the assistance of the VPA, DoE, DoAR, and DoC.
3. Back2School Week will include the ClubsFest, Fresh Pub, and Hatch Open House.

## **13.4 Other Events**

### **13.4.1 Eng Pub Nights**

1. Eng Pub Nights are organized by the DoE (see MES Bylaws Section 1.3.1) and the Social Committee (see MES Bylaws Section ??)
2. List of tentative Eng Pub Nights, along with the month which they are planned for should be decided by the end of June. These dates are to be given to Handbook Editor(s) for inclusion in the Engineering Handbook for the following year.

## **14 Traditions, Relics, and Culture**

### **14.1 President's Sword**

1. The President's Sword is passed on between the outgoing President and the President-Elect at Fireball.
2. After Fireball, the Sword is the responsibility of the President-Elect until Fireball of the following year.
3. After 5 presidents have completed their terms, the sword shall be updated and engraved with the names of those presidents and the year that they served their term.
4. At the President and VPX's discretion, the sword may be brought to external conferences as an additional mascot.

### **14.2 Engineering Plunger**

1. Known as Peppa the Plunger, the relic will be passed from VPX to VPX.
2. The VPX will bring the plunger to every conference.
3. At the annual Executive retreat the VPX will hold an event where the Executive polish and ensure the plunger is in its best condition.