



**MCMASTER
ENGINEERING
SOCIETY**

POLICY MANUAL

McMaster Engineering Society

PREAMBLE

This Policy Manual was developed in 1997 in an effort to solidify the activities and policies of the McMaster Engineering Society. It underwent a major facelift in 2020 due to the creation of the Bylaws. The policies documented here are intended to accompany the Constitution and Bylaws of the McMaster Engineering Society and are usually binding terms of reference.

This Policy Manual will assist in the transition of the MES from year to year, and will also clarify the policies and activities 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 or Bylaws, as operational aspects and policies are bound to change. 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 Policy Manual and Bylaws, the Bylaws will take precedence. If a contradiction occurs between the Policy Manual and the Constitution, the Constitution will take precedence.

Last Reviewed by MES Executive: June 25th, 2022

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A. DEFINITIONS & ABBREVIATIONS

<u>Term</u>	<u>Definition</u>
MES	McMaster Engineering Society
MSU	McMaster Students Union
MEC	McMaster Engineering Competition
SSC	Student Success Centre
ECCS	Engineering Co-op and Career Services
VPSL	Vice President, Student Life
VPX	Vice President, External
VPA	Vice President, Academic
VPF	Vice President, Finance & Administration
VPC	Vice President, Communications
VPI	Vice President, Internal
AVPE	Associate Vice President, Events
AVPAR	Associate Vice President, Academic Resources
AVPC	Associate Vice President, Clubs
Ex-Officio	Honorary member by status or position
EDI	Equity, Diversity and Inclusion
WW	Welcome Week
Co-OC	Co-Orientation Coordinators
FYEC	First Year Experiential Conference
MES Member	All undergraduate students in the Faculty of Engineering who have paid the MES Fee.



**MCMASTER
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SERVICES

B. SERVICES

1. Publications

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 D.4.5).

1.2) Purpose

The purpose of an MES publication is:

- a) To provide a means of communication for the MES.
- b) To provide information to the engineering students at McMaster University.
- c) To provide news and feature coverage of campus and/or engineering related events.
- d) To provide a forum through which students can express their concerns or opinions.

1.3) Editorial Policy

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

- a) Any material submitted to these publications is considered for publication if, in the opinion of the editors, it is:
 - i) A paid advertisement or classified listing.
 - ii) A feature dealing with engineering-related issues.
 - iii) A message from the MES Council or Executive.
 - iv) An editorial or letter to the editors.
 - v) A feature coverage of a campus and/or engineering-related event.
 - vi) A message from Engineering Co-op and Career Services.
 - vii) A humorous piece for entertainment purposes.
- b) Material considered for publication will NOT be printed if, in the opinion of the Editor(s) or the Editorial Review Committee, it is:

- i) **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.
 - ii) **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.
 - iii) **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.
 - iv) **LIBELLOUS.** Libellous material is any material that unfairly defames any person's character or reputation through innuendo or falsehood.
 - v) **PORNOGRAPHIC.** Pornographic material is any material judged to be erotic or sexual nature intended to excite prurient feelings.
- c) The use of vulgar language will be limited to the Plumline and the Engineering Handbook. Vulgar language will be limited to those colloquialisms commonly found in the average university student's vocabulary.
- d) All other areas not specifically covered by this policy are left to the discretion of the Editor(s) and the Editorial Review Committee.
- e) 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.
- f) Any complaints about the contents of one of the publications of the MES shall be handled in the following manner:
- i) The MES VPC must be contacted and informed of the specific concerns and problems.
 - ii) All valid complaints will receive a response within two weeks and an invitation to meet with the MES President and the Editorial Review Committee.
 - iii) 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.
 - iv) 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.

1.4) Plumblin

The Plumblin is the McMaster Engineering Society's humorous student publication.

a) Printing and Distribution

- i) Printed in newspaper format, it may contain student pictures, jokes, etc. selected by the Plumblin Editor(s).
- ii) Issue distribution should be scheduled at least twice a semester, pending time and budget constraints.
- iii) The Plumblin Editor(s), Publications Editor, and the VPC should decide on the number of papers printed.
- iv) The paper should be distributed through the DW Lounge.
- v) The entire contents of each Plumblin 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 D.4.5 and MES Policy Manual Section B.1.3).
- vi) The Plumblin must be given to the Editorial Review Committee one week prior to being sent to print. The Plumblin can only be sent for print once the Plumblin Editor(s) have received a response from the majority of the Editorial Review Committee.

b) Disclaimer Policy

- i) 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.
- ii) A similar disclaimer should be given to sponsors to make them aware of the paper's contents.
- iii) If student pictures or names are being used, the Plumblin Editor(s) must obtain the written permission of the student(s).

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.

a) Publishment and Distribution

- i) The Frequency is published quarterly (twice a semester) of the academic year.
- ii) The number of copies printed is left at the discretion of the Frequency Editor(s), Publications Editor, and the VPC.
- iii) Distribution should occur via the MES website, social media, and MES representatives.
- iv) 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.

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.

a) Printing and Distribution

- i) The Handbook Editor(s) shall ensure that the Handbook is ready for distribution during Welcome Week.
- ii) 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.
- iii) Extra copies shall be distributed to upper level students.

b) The Handbook should include the following components:

- i) Front and back laminated covers, illustrated in colour
- ii) MES Council email and position list
- iii) MES Executive introductions
- iv) Class schedule for each term
- v) Monthly calendars
- vi) Daily planners with MES events printed on appropriate dates
- vii) List and description of MES committees and sign up procedures
- viii) Page for contact listings

- ix) Jokes, poems, drawings, engineering traditions
- x) On and off-campus advertisements
- xi) Coupons
- xii) Annual MES award information
- xiii) Introduction to the MES
- xiv) List and description of all MES Awards

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.

- a) The Website Coordinator(s) is responsible for creating and maintaining the website.
- b) The Information Technology Coordinator(s) is responsible for resolving technical issues surrounding the website and ensuring website uptime.
- c) The language throughout the website should be clean and appropriate.
- d) There shall be no pictures of substance consumption/abuse or people committing inappropriate acts.
- e) Images that could be used for blackmail purposes will not be posted.
- f) If requested by any party, specified images must be removed promptly and without question.
- g) The website should have an up to date repository of all MES documents (Constitution, Bylaws, Policy Manual, meeting minutes, Plumblin, Frequency, Reports, etc.) and event news.
- h) 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.

3. MESsenger

The MESsenger is an email list established to enhance communication to MES members about MES events and activities, as well as other relevant information that involves or is of particular interest to the engineering student body.

- a) The VPC is responsible for compiling a monthly newsletter of MES activities, opportunities, club//team details and related information to be sent out to the list.
- b) The MESsenger will be sent out to all subscribed students on its email list, subscription is opt-in and may be cancelled at any time.
- c) The integrity of the MESsenger is of the utmost importance; the list must never be abused or used for any other reason than those stated above. The privacy of all subscribers to the list must be respected.

4. 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.

4.1) Facilities and Services

- a) The following shall be provided in the DW Lounge:
 - i) Microwave
 - ii) Couches, chairs, tables, whiteboards with markers
 - iii) Access to Project Magazine and Engineering Dimensions
 - iv) Mailboxes for MES Council members
- b) Rules of Conduct
 - i) Students are expected to behave appropriately.
 - ii) Vandalism is not permitted.
 - iii) Students are permitted to eat in the lounge, but are responsible for the clean up of their own food.
 - iv) Notices of these rules and regulations should be posted in the DW Lounge.
- c) All facilities shall be maintained and kept in working order by the DW Lounge Coordinator(s) (see MES Bylaws Section B.5.1).

5. 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 B.5.5](#)).

5.1) Staffing Policies

a) Hiring

- i) It is the Drain Coordinator's responsibility to recruit responsible and reliable volunteers to staff the Drain.
- ii) The Drain Coordinator(s) should select students from different years if possible.
- iii) 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](#)).
- iv) 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.

b) Training

- i) 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.

c) Staff Responsibilities

- i) 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).

5.2) Theft Policy

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

- a) All volunteers working that day should be informed of the theft.
- b) 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.
- c) The Drain Coordinator(s) must report any thefts directly to the President and VPF

- d) 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.

5.3) 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.

5.4) Donations

- a) When asked for a donation for a conference or event, the Drain Coordinator(s) are entitled to give a discount or gratuitous contribution towards the given cause up to a maximum value of \$20. The student or group requesting the donation must fill out a form ([see MES Policy Manual Section G.H](#)) outlining the reason why a donation should be given.
- b) It is at the discretion of the VPF whether or not to issue a discount or donation valued over \$20.

5.5) Advertising Policy

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

5.6) Access Cards

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

- a) President
- b) Vice President, Finance
- c) Vice President, Academic
- d) Vice President, Internal
- e) Drain Coordinator(s)

- f) The Co-Orientation Coordinators (From April of each year until 2 week after Welcome Week)
- g) Associate Vice President, Events
- h) Associate Vice President, Academic Resources

5.7) 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.

- a) Merchandise pre-orders and event tickets are characterized by not requiring any physical merchandise to be kept in the Drain.
 - i) 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 google form for customers to fill out (if necessary). This email must be sent a minimum of 2 weeks before sales begin.
 - ii) 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).
 - iii) The Drain is not responsible for the distribution of the pre-ordered merchandise once it arrives.
 - iv) Revenue shall be reimbursed by the VPF no more than one month after sales finish.
- b) Small merchandise is characterized by requiring minimal storage space and includes patches, stickers, pins, lanyards, stickers, and other such items.
 - i) 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).
 - ii) The merchandise will be placed in the display and sold the same way as all regular merchandise.
 - iii) Revenue shall be reimbursed by the VPF semi-annually until there are no more items remaining.

- c) Large merchandise is characterized by requiring a significant amount of storage/display space. This includes shirts, hoodies, hats, and other such merchandise.
 - i) Large merchandise will generally not be taken due to lack of storage and display space.
 - ii) 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.
 - iii) If an exception is granted, the merchandise must be processed in the same fashion as small merchandise.

6. MES Office

6.1) Office Use

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

- a) All MES Executive members
- b) All Associate Vice Presidents
- c) Graphic Designers
- d) Social Media Coordinator(s)
- e) Website Coordinator(s)
- f) Frequency Editor(s)
- g) Plumblane Editor(s)
- h) Handbook Editor(s)
- i) Information Technology Coordinator(s)
- j) Drain Coordinator(s)
- k) The Co-Orientation Coordinators
- l) Equity and Inclusion Officer
- m) Chief Returning Officer
- n) Publications Editor
- o) Gerald Hatch Centre Student Coordinator(s)

- p) All Department Representatives
- q) All Program Representatives
- r) All First Year Representatives

6.2) Keys, Security and Auxiliary Access

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

6.3) Etiquette and Housekeeping

- a) 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.
- b) 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.

6.4) Office Equipment

- a) 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.

- b) The Information Technology Coordinator(s) is responsible for the installation and maintenance of office equipment.
- c) Only the Information Technology Coordinator(s) is authorized to install software on the computer.
- d) Any MES activities take priority over the use of the computer for personal business.
- e) Stationary is purchased as needed by the Administrator for the printer and for MES work only.

7. 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.

7.1) Bookings

- a) All bookings must be made at least one week in advance.
- b) The Trailer Coordinator(s) will organize bookings.
- c) One person in the group booking the MES Trailer must sign a contract of liability.
- d) 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.
- e) 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.
- f) 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.

7.2) Keys

- a) 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).
- b) Keys can be picked up by the group who has the MES Trailer booked no more than two days before their scheduled booking period.
- c) All keys to the MES Trailer must be returned to the Trailer Coordinator(s) within two days after the scheduled booking period has ended.

- d) 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.

7.3) 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).

7.4) Damage

- a) Any damage to the MES Trailer must be reported to the Trailer Coordinator(s) immediately.
- b) Groups or individuals borrowing the MES Trailer may be held responsible for any damage incurred during its use.
- c) Only the Trailer Coordinator(s) is authorized to perform or sanction any type of repair on the MES Trailer.
- d) 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.

8. 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:

- a. Projector (see MES Policy Manual Section G.I)
- b. DSLR Camera (see MES Policy Manual Section G.J)
- c. Tent (see MES Policy Manual Section G.K)
- d. Wireless Radios (see MES Policy Manual Section G.L)
- e. Water Coolers & Coffee Urns (see MES Policy Manual Section G.R)
- f. Button Maker (see MES Policy Manual Section G.T)

9. Storage Room

Only the President, VPI, VPF, Administrator, Drain Coordinator(s), Culture Coordinator(s), and one of the Co-OCs shall have access to the basement storage room (JHE-195A). The Co-OCs shall return this key by the Friday following Welcome Week.

10. 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.

10.1) MES Tutoring Network

a) 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:

- i) 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.
- ii) Both the tutee and the tutor in a MES sponsored session must be MES members.
- iii) There must exist a reasonable limit to the monetary value which any one tutee can take out of the system

b) Online Coupons

- i) 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
- ii) More than one voucher may be redeemed per session with a tutor
- iii) Tutors must be able to earn no less than \$15 per hour of tutoring

c) Tutees

- i) Tutees must be McMaster undergraduate students in the Faculty of Engineering
- ii) Can only purchase vouchers for personal use
- iii) May only purchase 10 vouchers per academic term

d) Tutors

- i) Must be registered with the MES to be recognized as an MES tutor
- ii) Must have received a grade of 10 or higher in a course to be able to qualify to be a tutor for that course
- iii) There is no limit to the number of redeemable vouchers for tutors

11. 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 AVPAR.

11.1) Operation

- a) The MES Textbook Library shall be run out of the Drain during regular operating hours.
- b) When an individual signs out a textbook, the Drain employee must record the individual's student number along with the identification of which textbook is signed out.
- c) All textbooks shall be returned to the Drain before the Drain's last operating hours of a semester.
- d) 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 AVPAR.

12. MES Academic Workshops

12.1) MES-Organized Workshops

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

- b) Workshop leads shall be paid at a rate of \$27/hour, up to a maximum of 3 hours per workshop.
- c) Workshop leads must complete Appendix Y and submit it to the AVPAR in order to be reimbursed.

12.2) Department/Program-Society-Organized Academic Workshops

- a) Departments may run their own academic workshops for department-specific courses. Department societies are responsible for organizing workshops and finding workshop leads, and paying them.
- b) 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. Departments may send a request for more funding to the AVPAR and/or VPF if they have more than 1 lead at a help session, however extra funding is not guaranteed.
- c) MES department/program representatives are responsible for ensuring that their workshop leads complete Appendix Y and for submitting it to the AVPAR in order for their department/program society to be reimbursed.



AWARDS

C. AWARDS

1. General Policies

- a) All annual awards and their descriptions must be listed in the Engineering Handbook.
- b) General Nomination Procedure:
 - i) 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.
 - ii) All nomination forms must include the name and contact information of the nominee and the award for which they are being nominated.
 - iii) Space must be available for comments outlining the reasons for nomination.
 - iv) All nomination forms received after the close of the nomination period shall be declared invalid with no exception.
- c) The Awards Selection Committee will select the recipients of MES awards in accordance with the criteria of each award (see MES Bylaws Section D.4.2).
- d) In order to create new awards, whether they be recurring or unique:
 - i) 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.
 - ii) The method of administering the awards must be decided upon prior to passage of the award.
 - iii) New awards to be funded by the MES must be passed by a majority vote at an MES Executive meeting for amounts up to \$500, an MES Council meeting for amounts up to \$1,000, or an MES General Meeting for amounts exceeding \$1,000.
 - iv) The MES Council must approve awards funded by an external source, through a two thirds majority vote at an MES Council meeting.

2. MES Awards

- a) Council Appreciation Award
 - i) Up to three Council Appreciation Awards shall be given out each year at Fireball for exceptional work on the MES Council.

- ii) Recipients must be a member of the MES Council, and may be either appointed or elected.
 - iii) MES Executive members are ineligible for this award.
 - iv) The MES Executive shall choose the recipients for this award..
- b) “Image of an Engineer” Award
- i) Up to three “Image of an Engineer” Awards shall be given out each year at Fireball.
 - ii) The “Image of an Engineer” Award is given to an undergraduate engineering student who contributes to improving the image of an engineer through extracurricular, leadership, and/or community activities.
- c) Faculty Appreciation Award
- i) Up to two Faculty Appreciation Awards shall be given out each year at Fireball.
 - ii) 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 engineering students at McMaster University.
- d) Outstanding Teaching Assistant Award
- i) Up to two Outstanding Teaching Assistant Awards shall be given out each year at Fireball.
 - ii) The Outstanding Teaching Assistant Award is given to a Teaching Assistant, of an engineering course, who has gone above and beyond in order to provide an engaging learning environment for their students.
- e) President’s Award
- i) Up to two President’s Awards shall be given out each year at Fireball.
 - ii) The President’s Award is given to an MES member for their exceptional contributions to the MES.
 - iii) The President is ineligible for this award.
 - iv) The President shall choose the recipients for this award.



**MCMASTER
ENGINEERING
SOCIETY**

SPECIAL EVENTS

D. SPECIAL EVENTS

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

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”.

1.1) Purpose

a) WW has the following purposes:

- i) To welcome first year engineering students to McMaster.
- ii) To foster pride in our school and our faculty.
- iii) To introduce first years to their new classmates and to upper year students.

1.2) Welcome Week Rules

- a) The purpose of Welcome Week Reps is to make sure first year students have a fun and safe WW.
- b) Reps shall remain sober while participating in official WW activities.
- c) Reps are responsible for the safety of first year students during all WW events.
- d) Reps are responsible for ensuring that first year students return safely to their place of residence.
- e) Reps must adhere to the Welcome Week Discipline Code, as well as the principles of the University’s Risk Management Policy.
- f) Reps will ensure that they demonstrate respect for first year students at all times.
- g) 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.

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.

- a) See **MES Bylaws Section B.5.3** for responsibilities of the Co-OCs.
- b) See **MES Bylaws Section D.2.2** for responsibilities of the Welcome Week Orientation Planning Committee.
- c) Selection of Welcome Week Reps:
 - i) The Welcome Week Orientation Planning Committee will hold group auditions and individual interviews for all interested engineering students in February or early March.
 - ii) 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.
 - iii) Upon selection, Welcome Week Reps must hold an MES Membership for the academic year for which selection occurs.
 - iv) A financial need exemption to the MES Membership may be granted at the discretion of the Co-OCs.
- d) Welcome Week Rep Suits:
 - i) Welcome Week Rep suits are red coveralls, with the McMaster Engineering Fireball on the back.
 - ii) Welcome Week Reps must pay for their own suits.
 - iii) A financial need exemption to the cost of the Welcome Week Rep suit may be granted at the discretion of the Co-OCs.
 - iv) Decoration of the suits must be in good taste, and comply with the guidelines of the Student Success Centre.

1.4) Events

- a) All Welcome Week Reps and first year students must respect the community and environment they are in, especially during off campus events.

b) Events that may be held during WW include:

- i) Success Portfolio
- ii) Engineering Olympics
- iii) Faculty Night
- iv) Bus Pull
 - 1) A double-length city bus is pulled around downtown to raise money for Cystic Fibrosis as part of Shinerama.
- v) Campus Tour
- vi) Trust Walk
- vii) Graduation Ceremony
 - 1) First years are knighted by the MES President with the Sword, and congratulated by the Welcome Week Reps.
- viii) WW video

2. Fireball

- a) 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.
- b) Tables will be reserved for the Faculty, upon request, at the same cost as the student tickets.
- c) The outgoing MES President shall present the President's Sword to the incoming MES President at the event.
- d) 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).

3. Back2School Week

- a) Back2School Week is held during the week directly following WW.

- b) It is the VPSL's duty to organize the event with the assistance of the VPA, AVPAR, and AVPC.
- c) The MES Club, Team, and Affiliate Presidents are to be advised to prepare for this event before the end of the winter semester preceding Back2School Week.

4. First Year Experiential Conference (FYEC)

- a) The First Year Experiential Conference is organized for all first-year students within the Faculty of Engineering at McMaster.
- b) FYEC aims to introduce students to the variety of services, organizations, student groups, professional opportunities, etc. that are available to them throughout their university career.
- c) FYEC is organized by the FYEC Chair(s) and FYEC Committee.

5. Other Events

5.1) Eng Pub Nights

- a) Eng Pub Nights are organized by the AVPE (see MES Bylaws Section B.3.1) and the Social Committee (see MES Bylaws Section D.4.11)
- b) All tentative dates for Eng Pub Nights should be decided by the second week in May. These dates are to be given to Handbook Editor(s) for inclusion in the Engineering Handbook for the following year.



**MCMASTER
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SOCIETY**

MES ROBERT'S RULES OF ORDER

E. 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.

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 Council are equal and their rights are equal. These rights are:

- a) To attend council meetings
- b) To speak
- c) To movemotions
- 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.

2. MOTIONS

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

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.

- a) All main motions must be submitted to the Administrator at least 24 hours before the meeting at which it will be moved.
- b) A main motion brought toward the MES will be read to the MES Council by the chair.
- c) A main motion must be seconded in order to proceed to presentation and/or debate.
- d) Movers and seconders may each make a short presentation outlining the action.
- e) 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.
- f) 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.
- g) 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.
- h) 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.
- i) 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.
- j) All motions must be in compliance with the MES Constitution, Bylaws, and Policy Manual as interpreted by the chair.

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.

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
MAIN MOTION

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.

2.4) WHAT DO I SAY?

Secondary Motions Arranged From Lowest to Highest Rank:

To Do This	Motion	You Say This	Votes Required
Change Wording of Motion	Amend	"I move to amend the motion by..." (Adding, Striking Out, Substituting)	Majority

Send Motion to Committee	Commit	"I move that the motion be referred to..."	Majority
Postpone Motion	Postpone	"I move that the motion be postponed 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:

- a) To add words or phrases.
- b) To strike out words or phrases.
- c) To substitute by
 - i) striking out and inserting words;
 - ii) 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:

- a) Reducing the number and length of speeches allowed.
- b) 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

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.



**MCMASTER
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BOARD OF ADVISORS TERMS OF REFERENCE

F. 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.

APPENDICES

APPENDIX A – Drain Volunteer Responsibility Contract

Hours

As a Drain volunteer, I agree that the store must have operating hours to be successful, and that as a volunteer, I am part of the team that is responsible for this success. As such, I agree to the following:

- 1) Each volunteer is responsible to appear for their shift at their scheduled time.
 - a) 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 s/he cannot make it.
 - b) If no reason is given, the volunteer is given a warning. If this occurs more than twice the volunteer may be removed from the staff.
- 2) Each volunteer shall honestly record their hours through the logging method in the Drain.

Money Handling

As a Drain volunteer, I agree that all funds raised belong to the MES. Any funds not directed to the MES are stolen funds. As such, I agree to the following:

- 1) All volunteers shall report any known money theft to the appropriate persons, in the following order:
 - a) Drain Coordinator(s)
 - b) MES Vice President, Finance and Administration
 - c) MES President
- 2) When closing the Drain, the volunteer should take note that there is no more than \$200 in the till. Anything in excess of \$200 should be placed in an envelope, sealed, signed and dated along with the amount enclosed. This envelope should then be deposited in the safe in the MES Office.
 - a) If an MES Office access card is unavailable, the volunteer should try calling the Drain Coordinator(s) then, if unavailable, a member of the MES Executive.
- 3) The volunteer will never leave the Drain unattended. The Drain is considered unattended if there is no one who has signed a Drain Volunteer Responsibility Contract, and who is in good standing present in the Drain.
- 4) It is the responsibility of the Drain volunteer to keep a record of all sales 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 Associate Vice President, Events.

Product/Drain Maintenance and Organization

As a Drain volunteer, I agree that others would like to be able to find merchandise quickly and conveniently. This means keeping the Drain in reasonable order. As such, I agree to the following:

- 1) All garbage/recyclables shall be thrown out appropriately before leaving the Drain.
- 2) All merchandise in the Drain shall be kept in an orderly fashion.

I, the Ever-helpful Volunteer, agree that the Drain rules and all of the above statements are fair and acceptable.

The Ever-helpful
Volunteer

Witness

Drain Coordinator(s)

Date

APPENDIX B – MES Elected Position Nomination Form

We, the undersigned, wish to nominate _____
(full name)
for the position of _____
(position title)

Candidate Information:

Program and Level: _____ Student Number: _____
Email Address: _____ Phone Number: _____

	<u>Full Name</u>	<u>Student Number</u>	<u>Signature</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Important Notes:

- Check the position eligibility and requirements before submitting this form.
- For the position of Department and Program Representatives, only members of your department or program may nominate you.
- For the position of First Year Representatives, only students in their first year of Engineering 1, Bachelor of Technology, iBiomed, or Computer Science may nominate you.
- For all positions other than First Year Representatives and Department/Program Representatives, all McMaster undergraduate students in the Faculty of Engineering can nominate you.
- Candidates are not required to hold an MES membership before applying for a position, however individuals are required to hold an MES membership for the primary academic year in which they hold the position.
- If you have any questions, contact the Chief Returning Officer at cro@macengsociety.ca.

I, _____ stipulate that I am eligible for the position of _____, and if elected/appointed I will satisfy the following criteria required of me:

- I have read all sections of the MES Bylaws and Policy Manual related to my position.
- I am eligible for my position.
- I will not violate any campaigning regulations.
- I will keep a record of my position, tasks and responsibilities to pass on during transition for the next student to hold my position.
- I am familiar with the positions to which I report.
- I am familiar with the positions I must supervise.
- I am familiar with the Constitution of the McMaster Engineering Society, specifically:
 - The MES' Aims and Purposes
 - My responsibilities as an MES Council member
 - The powers and authority of the MES Council
- I will satisfy the requirements of my position to the full extent of my ability.
- I will attend biweekly MES Council meetings.
- I will attend weekly MES Executive meetings if I am on the MES Executive.
- I understand that this position demands a significant portion of my time and I am willing and able to be available.

Candidate

Full name:

Signature:

Date:

Witness

Full name:

Signature:

Date:

Please submit these completed forms to the mailbox of the Chief Returning Officer before the end of the advertised nomination period.

APPENDIX C - Appointed Position Contract

I, _____, stipulate that I am eligible for the position of _____, and if appointed I will satisfy the following criteria required of me:

- I have read all sections of the MES Bylaws and Policy Manual related to my position.
- I am eligible for my position.
- I will keep a record of my position, tasks and responsibilities to pass on during transition for the next student to hold my position.
- I am familiar with the positions to which I report.
- I am familiar with the Constitution of the McMaster Engineering Society:
 - The MES' Aims and Purposes
 - My responsibilities as an MES Council member
 - The powers and authority of the MES Council
- I will satisfy the requirements of my position to the full extent of my ability.
- I understand that this position demands a significant portion of my time and I am willing and able to be available.
- I acknowledge that I will have to become an MES member while I hold the position if I am not a member already.

I understand that if these criteria are not adequately met, the MES Executive reserves the right to remove me from my position.

Signed

Date

Supervisor of the position

Date

APPENDIX D – SUBSTITUTE INVOICE FORM

The purpose of this form is to act as a substitute for a receipt or invoice if one is not provided for a transaction. This form should be submitted in lieu of the receipt or invoice along with the appropriately completed **Appendix E – Expense Report (see MES Policy Manual Section G.E)**.

**Please print clearly and fill in all fields necessary*

Location of transaction:

Method of payment:

Date:

Buyer's name:

Buyer's email:

Vendor's name:

Vendor's email:

Item	Item Description	Price
TOTAL:		
Additional Notes:		

The undersigned certify that all information presented above is correct and complete.

Buyer

Vendor

APPENDIX E – Expense Report

Name: _____ Email: _____

Make cheque payable to: _____ Phone: _____

Mailing Address: _____

City: _____ Province/State: _____

Country: _____ Postal Code: _____

Source of expense (i.e. club, event, production): _____

Receipt Number / Description	Subtotal Claimed	HST	Total Claimed
Totals:			

Please attach all relevant receipts to this form and submit to the Vice President, Finance and Administration through the mailbox in the DW Lounge – JHE H101 or digitally at vp.finance@macengsociety.ca

I certify that the information presented here is correct, and that all supporting documentation is attached.

Signature: _____ Date (dd/mm/yy): ____/____/____

You will be notified by email when your cheque is available for pick-up or when your cheque is sent out.

FOR OFFICE USE ONLY

Budget Account : _____ Total Funded : _____

Cheque # : _____ Date : _____ Signature : _____

APPENDIX F – Conference/Competition Delegate Code of Conduct Contract

This Code of Conduct applies to all delegates attending any conference or competition as a delegate from the McMaster Engineering Society.

Each delegate is expected to:

- 1) Behave in a manner that reflects positively on the McMaster Engineering Society and McMaster University.
- 2) Attend all sessions assigned to them by registration or by the head delegate including, but not limited to: workshops, seminars, and Plenary/General Assembly sessions.
- 3) Ensure that they are in proper condition to fully participate in those sessions as appropriate.
- 4) Dress appropriately for all parts of the conference/competition as required by the conference/competition organizers.
- 5) Provide a cheque to cover any damage deposit required by the conference/competition organizers. Neither McMaster University nor the McMaster Engineering Society is responsible for any damages and/or other costs the delegate causes.
- 6) Refrain from contravening local, provincial, and federal laws as neither McMaster University nor the McMaster Engineering Society shall take responsibility for the delegate's actions or protect the delegate from fines or prosecution.

The head delegate is expected to:

- 1) Ensure all delegates cover their own damage deposit and registration fees.
- 2) For Conferences: Assign delegates to sessions in such a way that as many sessions as possible are attended by at least one member of the delegation and in such a way that balances the interests and experience of the members of the delegation.
- 3) Adhere to all the expectations of a regular delegate.

I, the undersigned, have read and agree to all terms and conditions of the Code of Conduct and take responsibility for that which is expected of me:

Conference/Competition: _____

Name of Delegate (print): _____

Signature of Delegate: _____

Date: _____

APPENDIX G – McMaster Engineering Society Trailer Use Contract

I _____, on behalf of _____ (club or team) take full responsibility for the safekeeping and proper operation of the McMaster Engineering Society (MES) Trailer. In the event of damage, I agree to ensure that I, or my group, will be responsible to pay for any costs associated with the repairs, and do not hold the MES responsible for these costs. I, or my group, also agree to pay for any toll charges or parking tickets associated with the trailer's license plate that are accumulated during the period that I am in possession of the MES trailer.

Proper operation includes abiding by the MES trailer usage guidelines listed below, as well as the Highway Traffic Act of Ontario.

The contents of the MES trailer are at the very minimum:

- One Fire Extinguisher
- One spare tire
- A tool chest with a wide assortment of tools
- One floor broom
- Several tie-down straps

MES Trailer Usage Guidelines

- The trailer should always be towed by a vehicle that has a large enough towing capacity and is insured to tow trailers.
- Fireworks, explosives or live animals are not to be carried within the trailer
- Vehicles being carried within the trailer must be securely fastened to the floor hooks using appropriate strength tie-down straps
- The winch is not to be used as a tie-down or support in transit.
- No persons are to be inside the trailer when it is being towed as this violates the Highway Traffic Act
- Drivers must have experience towing a trailer of similar size. If no experienced driver is available, the driver must be trained by the Trailer Maintenance Coordinator(s)
- The trailer is not to be taken on the 407 ETR Highway without a valid transponder. Notice of 407 use must be given to the Trailer Maintenance Coordinator(s).
- A damage inspection form must be filled out by the Trailer Maintenance Coordinator(s) and signed by the above named, or someone on their behalf both before and after the trailer is used.
- The borrower must submit a copy of the approved University Health and Safety (UHS) event form prior to or on the start day of rental. Any exceptions must be approved by the Vice President, Finance and Administration.

Signature of the above named

Witness

Trailer Maintenance Coordinator(s)

Date

APPENDIX H – Drain Merchandise Donation Request Form

Merchandise may be donated from the Drain to an MES member, team, or group attending a conference or event to promote McMaster Engineering. In order to be considered for a merchandise donation this form must be submitted to the Vice President, Finance and Administration no less than one week before the merchandise is required.

Name: _____

Email: _____

Phone: _____

Organization (if applicable): _____

Conference/Event: _____

Date Requested: _____

Latest Pickup Date: _____

Reason for Request (Why should the MES donate these items?):

Specific Items/Quantities Requested:

APPENDIX I – McMaster Engineering Society Projector Use Contract

I _____ take full responsibility for the safekeeping and proper operation of the McMaster Engineering Society (MES) projector and all the accessories included with it. Proper operation includes abiding by the MES projector usage guidelines listed below.

The contents of the MES projector bag are as follows:

- 1 Acer DLP H5360 Projector
- 1 Projector Power Cable
- 1 VGA Computer Cable
- 1 Video Component Cable
- 1 Projector Remote

MES Projector Usage Guidelines

- The borrower should at no time be under the influence of alcohol, illegal substances or pharmaceutical products that may influence motor control or mental acuity while using the projector or its accessories.
- The borrower accepts financial liability for the projector and all accessories, should they cease to work as a result of their use.
- A deposit of \$150.00 and a completed copy of this contract will be given to the Associate Vice President, Clubs prior to the rental of the projector.
- Upon return of the MES projector, the Associate Vice President Clubs will assess the condition of the projector and all additional parts listed above relative to the state it was in when lent out. If any damages have been incurred which amount to less than the deposit, the remaining deposit will be returned.
- The borrower must submit a copy of the approved University Health and Safety (UHS) event form prior to or on the start day of rental. Any exceptions must be approved by the Vice President, Finance and Administration.

I, _____, the undersigned, agree to abide by the contract and guidelines of the MES projector as presented above.

_____	_____	_____
Signature	Witness	Date

APPENDIX J – McMaster Engineering Society DSLR Camera Use Contract

I, _____, take full responsibility for the safekeeping and proper operation of the McMaster Engineering Society (MES) DSLR camera and all of the accessories included with it. Proper operation includes abiding by the MES DSLR camera usage guidelines listed below.

The MES DSLR Camera bag contains:

- 1 Nikon D7100 DSLR camera
- 1 AF-S DX Nikkor 18-140mm ED VR lens
- 1 EN-EL15 rechargeable Li-ion battery
- 1 MH-25 quick charger
- 1 UC-E17 USB Cable
- 1 AN-DC1 Strap
- 1 DK-5 eyepiece cap
- 1 DK-23 rubber eyecup
- 1 BF-1B body cap
- 1 BS-1 accessory shoe cap
- 1 NikonView NX2 CDROM
- 1 Vanguard Oslo 25 Digital SLR Camera shoulder bag (burgundy)

MES DSLR Camera Usage Guidelines

- A deposit of \$150 and a completed copy of this contract will be given to the Associate Vice President, Clubs prior to rental of the asset.
- Upon return of the camera, the Associate Vice President Clubs will assess the condition of the camera and all additional parts listed above relative to the state it was in when lent out. If any damages have been incurred which amount to less than the deposit, the remaining deposit will be returned.
- The camera operator should at no time be under the influence of alcohol, illegal substances or pharmaceutical products that may influence motor control or mental acuity while using the camera or any of its accessories.
- All persons being filmed or photographed must be aware that photography is taking place and measures must be taken to ensure that the photographed individuals provide consent and release.
- Measures must be taken to ensure that footage can be edited to remove any party who does not provide or withdraws their consent to be filmed or photographed.
- Pictures and film being taken must be appropriate for the event for which the camera is rented (i.e. nudity, consumption of illegal substances, nefarious activities, or violation of copyright laws are strictly prohibited from being recorded).
- The borrower must submit a copy of the approved University Health and Safety (UHS) event form prior to or on the start day of rental. Any exceptions must be approved by the Vice President, Finance and Administration.

I agree to abide by the contract and guidelines of the MES DSLR camera as presented above.

Signature

Witness

Date

APPENDIX K – McMaster Engineering Society Tent Use Contract

I, _____ on behalf of _____ take full responsibility for the safekeeping and proper operation of the McMaster Engineering Society (MES) Tent and all the accessories included with it. Proper operation includes abiding by the MES Tent usage guidelines listed below.

The contents of the MES Tent Case are as follows:

- 1 10'x 15' Steel Frame
- 1 Canopy
- 1 Wheeled Storage Bag
- 10 Ground Pegs with carrying case
- 1 Instruction Manual

MES Tent Usage Guidelines

- The party involved should at no time be under the influence of alcohol, illegal substances, or pharmaceutical products that may influence motor control or mental activity while using the MES Tent.
- A deposit amounting to \$150 and a completed copy of this contract will be given to the Associate Vice President Clubs prior to the rental of the MES Tent.
- Only MES Department Clubs and Teams are allowed to request use of the MES Tent.
- Upon return of the MES Tent, the Associate Vice President Clubs will assess the condition of the tent and all additional parts listed above relative to the state it was in when lent out. If any damages have been incurred which amount to less than the deposit, the remaining deposit will be returned.
- In the case where damages have been incurred, those responsible will be given an opportunity to remedy said damages for a period of time deemed appropriate by the MES Executive.
- The party signing out the MES Tent will not have the authority to lend the MES Tent to any individual or group not considered to be a part of their party.
- Setup and teardown of the MES Tent shall follow the instructions in the instruction manual.
- The MES Tent shall not be left unattended at any event or program.
- There should be no persons or otherwise hanging from the internal supports of the MES Tent.
- Adhering signs to the legs or canopy of the MES Tent with tape is prohibited
- There will be no food cooked under the MES Tent.
- If subjected to rain or snow the canopy must be properly cleaned and dried before being returned to the custody of the MES.
- The MES Tent will be picked up and returned to the MES storage locker at a time predetermined between Associate Vice President Clubs and the party involved. During this time the MES Tent will be considered to be under the responsibility of the party.
- The borrower must submit a copy of the approved University Health and Safety (UHS) event form prior to or on the start day of rental. Any exceptions must be approved by the Vice President, Finance and Administration.

I agree to abide by the contract and guidelines of the MES Tent as presented above.

Signature

Witness

Date

APPENDIX L – McMaster Engineering Society Wireless Radio Use Contract

I, _____, take full responsibility for the safekeeping and proper operation of the McMaster Engineering Society (MES) wireless radio(s) and all the accessories included with it. Proper operation includes abiding by the wireless radio usage guidelines listed below.

The contents of an MES wireless radio box are as follows:

- 1 wireless radio main body (Includes AA Battery)
- 1 Antenna
- 1 Mouthpiece
- 1 Charging block
- 1 Instruction page

Note: Please remove battery from wireless radio after each use.

Number of wireless radios rented: _____

Start date of rental: _____

End date of rental: _____

MES Wireless Radio Usage Guidelines

- The borrower should at no time be under the influence of alcohol, illegal substances, or pharmaceutical products that may influence motor control or mental activity while using the wireless radio.
- The borrower accepts financial liability for the wireless radio and all accessories should they cease to work as a result of their use and agrees to reimburse the MES the value of the wireless radio.
- A deposit amounting to \$100 per wireless radio and a completed copy of this contract will be given to the Associate Vice President Clubs prior to the rental of the wireless radio.
- Upon the return of the wireless radio, the Associate Vice President Clubs will assess the condition of the wireless radio and all additional parts listed above relative to the state it was in when lent out. If any damages have been incurred which amount to less than the deposit, the remaining deposit will be returned.
- If damages have been incurred, the individual responsible will be given an opportunity to remedy said damages for a period of time deemed appropriate by the MES Executive.
- The wireless radio shall not be used to facilitate any illegal activities as defined by the Federal Government of Canada or the Provincial Government of Ontario.
- The borrower must submit a copy of the approved University Health and Safety (UHS) event form prior to or on the start day of rental. Any exceptions must be approved by the Vice President, Finance and Administration.

I agree to abide by the contract and guidelines of the MES wireless radio as presented above.

Signature Witness Date

APPENDIX M – Department and Program Club Funding Form

MES Department/Program Club Funding SAGM 1 – Date: _____/_____/_____

Department/Program Club Name: _____

Please fill out this form and attach all documents listed below. Submit this package to the Associate Vice President, Clubs either at avp.clubs@macengsociety.ca or in their mailbox located in JHE H101. This package must be submitted at least 10 days before SAGM 1.

☐ PROPOSED BUDGET (template provided by the Vice President, Finance)

☐ EVENT SUMMARY SHEET (proposed events, dates, descriptions)

☐ CLUB'S STARTING BALANCE (bank statement of carry-over from the previous year)

Funding Amount: _____

MES Department/Program Representative (Name and Signature) _____

Department/Program Club President (Name and Signature) _____

MES Associate Vice President, Clubs (Signature) _____

MES Vice President, Finance and Administration (Signature) _____

MES Department/Program Club Funding SAGM 2 – Date: _____/_____/_____

Department/Program Club Name: _____

Please fill out this form and attach all documents listed below. Submit this package to the Associate Vice President, Clubs either at avp.clubs@macengsociety.ca or in their mailbox located in JHE H101. This package must be submitted at least 10 days before SAGM 2.

☐ CLOSING BUDGET (update of original proposed budget)

☐ DISTRIBUTION OF MES FUNDS (quantitative description of where MES funds were used)

☐ EVENT SUMMARY SHEET (events, dates, descriptions, comments)

☐ RECOMMENDATIONS FOR THE FUTURE (comments and feedback for the next year)

Funding Amount: _____

MES Department/Program Representative (Name and Signature) _____

Department/Program Club President (Name and Signature) _____

MES Associate Vice President, Clubs (Signature) _____

MES Vice President, Finance and Administration (Signature) _____

APPENDIX N - McMaster Engineering Society Conference/ Competition Funding Application

Applicant Details

Full Name: _____ Applying as: ☐ Individual ☐ Head delegate

If you apply as a head delegate, you are applying on behalf of your delegation.

Email Address: _____ Phone Number: _____

Student Number: _____ Number of Delegates: _____

Conference/Competition Details

Conference/Competition Name: _____

Conference/Competition Location: _____

Start Date: _____ End Date: _____ Delegate Cost: _____

What is included in the delegate cost? ☐ Accommodation ☐ Travel ☐ Delegate Fees

Select what applies to you:

☐ Delegation of 1-20 students. 50% of the delegate fees, transportation, and accommodation costs, up to a maximum of \$100 per delegate and \$150 for one head delegate, not exceeding \$1000 per delegation.

☐ Delegation of 21-50 students. 50% of the delegate fees, transportation, and accommodation costs, up to a maximum of \$75 per delegate and \$150 each for two head delegates, not exceeding \$1500 per delegation.

☐ Delegation of greater than 50 students. 50% of the delegate fees, transportation, and accommodation costs, up to a maximum of \$50 per delegate and \$150 each for two head delegates, not exceeding \$2000 per delegation.

Please attach the following documents to this application:

1. Proof of delegate cost, and what it includes, from the conference organizers.
2. If accommodation/travel are not included in the delegate cost, provide 3 quotes of the different options.
3. Any fundraising efforts made by the individual/delegation/team.
4. Signed Conference Delegate Code of Conduct for every delegate (MES Policy Manual – Appendix F).
5. List of all delegate student numbers.

Please submit this application, with all the relevant documents attached, to the Vice President, External Relations either at vp.external@macengsociety.ca or in their mailbox located in JHE H101.

I certify that the information provided here is correct, and that all needed supporting documentation is attached.

Signature: _____ Date: _____

You will be notified by email regarding the approval of your application.

Thank you,

Vice President, External Relations

McMaster Engineering Society

APPENDIX O - McMaster Engineering Society Special Projects Funding Application

Please attach all the relevant documents to this application and submit it to the VP Finance mailbox in the Engineering Lounge - GHE 101

Select which best applies to your request:

- ☐ Long Term Investment ☐ One-time Event
☐ New Club and Team ☐ Other

Applicant Details:

Name: _____ MacID: _____ Phone Number: _____

Number of project organizers: _____ Estimated number of students impacted: _____

Project Details:

Project _____ Name: _____

Length of Project: _____ Start Date: _____ End Date: _____

Total Expenses: \$_____ Total Amount requested from the MES: \$_____

If you are requesting:

- Less than \$500, you are required to make a presentation at an MES Executive meeting for approval.
- More than \$500 but less than \$1000, you are required to make a presentation at an MES Council meeting for approval.
- More than \$1000, you are required to make a presentation at an MES General Meeting for approval.

Attach the following documents to this application:

1. A short report detailing the purpose of this project, the goals that you wish to reach and when you plan to reach them, how this project benefits students, and how the requested funding will help fulfill these.
2. A detailed list of organizers actively involved with the project. Include in this list every organizer's full name, program, student number, email address, and optionally phone number.

3. A detailed budget outlining expenses, any sources of income (such as the MES, external sponsors, fees, or any other), and total revenue/deficit.
4. A list of fundraising efforts to support the project, with brief descriptions.
5. A completed expense report, as proof of spending, with accompanied receipts. For expenses above \$50, two quotes must be given (excluding expenses purchased through external sponsors). (See MES Policy Manual Section G.E)
6. If you are requesting more than \$1000, an article about the project to be published in the Frequency.

I certify that the information provided here is correct, and that all supporting documentation is attached.

Signature: _____ Date: _____

Please submit this application, with all necessary documentation attached, to the Vice President, Finance and Administration either at vp.finance@macengsociety.ca or in their mailbox located in JHE H101.

After submitting the application, please email administrator@macengsociety.ca with your presentation about the project, so that you can be added to the agenda for the next meeting that fits your requirements.

Thank you,

Vice President, Finance and Administration

McMaster Engineering Society

APPENDIX P – Photographer Contract

Photographer's Name: _____

Event name: _____

Amount paid to photographer: \$_____

Event date: _____

The McMaster Engineering Society agrees to pay the Photographer the agreed amount for the specified event on the specified date. The Photographer agrees to provide photographs of a satisfactory quantity and quality. If the quantity and/or quality of the photographs are deemed unsatisfactory by the Vice President, Student Life or by the MES Executive, this contract is deemed void and the photographer will not receive payment from the MES for their services; should these circumstances arise, the MES will not use the provided photographs for any purpose unless given express permission by the photographer.

Any damage to the photographer's equipment during this event barring extenuating circumstances will not be paid for by the MES. The photographer will provide access to the photos to the Vice President, Student Life within a period of four days following the event. The photographer will not distribute the pictures taken under this contract without the permission of the Vice President, Student Life or the MES Executive.

By signing below, the Photographer and the Vice President, Student Life confirm that they agree to and understand the terms of this contract.

Name (Photographer)

Name (VP Student Life)

Signature (Photographer)

Signature (VP Student Life)

APPENDIX Q – MES Council Motion Templates

The following table serves to explain everything you need to know about writing a motion. Here are the instructions for how to fill out each section:

Title:	The title of your motion. Feel free to put a fun title in brackets if you feel so inclined.
Motioned by:	This is where you would put your name or the name of the person who will be presenting the motion at the meeting.
Seconded by:	You do not need to fill this section when writing your motion. Someone can choose to second it during the meeting.
Spirit:	The overall goal of the motion and what you wish to accomplish from it passing.
Whereas:	This is where you indicate the purpose of your motion. It communicates the reason you are submitting a motion, and what problems you will be addressing by having your motion passed.
Whereas:	You can continue to add as many whereas rows as you want, within reason (try to keep it concise and to the point).
BIRT	This stands for “Be It Resolved That”. You will indicate the resolution you seek.
BIFRT	This stands for “Be It Further Resolved That”. This field can be used to elaborate on the details of your proposed resolution. If you feel that you don’t need it, you can delete this row, or add as many rows as you want, within reason.

“I’m still confused, do you have any examples?” You bet! Examples of motions can be found on past agendas (<http://www.macengsociety.ca/>)

Feel free to email administrator@macengsociety.ca for any further questions, comments, or concerns about writing motions.

If you are writing/changing policy as part of your motion, feel free to email cro@macengsociety.ca for advice, tips, questions, or concerns.

Please send motions to administrator@macengsociety.ca before the due date.

APPENDIX R – McMaster Engineering Society Water Cooler and Coffee Urn Use Contract

I, _____, take full responsibility for the safekeeping and proper operation of the McMaster Engineering Society (MES) water cooler(s) and/or coffee urn(s). Proper operation includes abiding by the MES water cooler and coffee urn usage guidelines listed below.

Number of water coolers rented: _____ Number of coffee urns rented: _____

Start date of rental: _____ End date of rental: _____

MES Water Cooler and Coffee Urn Usage Guidelines

- The borrower should at no time be under the influence of alcohol, illegal substances, or pharmaceutical products that may influence motor control or mental activity while using the MES water cooler(s) or coffee urn(s).
- Only MES approved Department Societies, Clubs, Teams, and MES Council members are allowed to request use of the MES water cooler(s) or coffee urn(s).
- The borrower accepts financial liability for the water cooler(s) and/or coffee urn(s) should it/they cease to work as a result of their use and agrees to reimburse the MES the value of the water cooler(s) and/or coffee urn(s).
- A deposit amounting to \$70 per water cooler and \$30 per coffee urn, and a completed copy of this contract will be given to the Associate Vice President, Clubs prior to the rental of the MES water cooler(s) and/or coffee urn(s).
- Upon the return of the MES water cooler(s) and/or coffee urn(s), the Associate Vice President, Clubs will assess the condition of the item(s) returned relative to the state it was in when lent out. If any damages have been incurred which amount to less than the deposit, the remaining deposit will be returned.
- A maintenance fee of \$10 may be taken from the deposit upon return if the condition of the water cooler(s) or coffee urn(s) is dirty or unclean compared to when it was lent out.
- If damages have been incurred, the individual responsible will be given an opportunity to remedy said damages for a period of time deemed appropriate by the MES Executive.
- The MES water cooler(s) and coffee urn(s) shall not be used to facilitate any illegal activities as defined by the Federal Government of Canada or Provincial Government of Ontario.
- The borrower must submit a copy of the approved University Health and Safety (UHS) event form prior to or on the start day of rental. Any exceptions must be approved by the Vice President, Finance and Administration.

I agree to abide by the contract and guidelines of the MES Water Cooler and Coffee Urn as presented above.

Signature

Witness

Date

APPENDIX S – Cash Advance Contract

Borrower's Name: _____

Cash Advance Total: \$ _____

MES Club and Team, or Event Name: _____

Due date for repayment: _____

For cash advance totals of less than \$500, a presentation will be made to the MES Executive, who must unanimously vote in favour, for the cash advance to take place.

For cash advance totals of more than \$500, a presentation will be made to the MES Council, who must vote two thirds majority in favour, for the cash advance to take place.

The McMaster Engineering Society agrees to provide a cash advance to the Borrower at the agreed amount for the specified MES Club, Team, or Event. The Borrower agrees that they have read the MES Bylaws Section H.11 concerning Cash Advances. The Borrower agrees that they are an MES member. The Borrower agrees to pay back the cash advance in full, at no interest. The Borrower agrees to pay the MES back by the agreed due date. The Borrower also recognizes that failure to pay back the cash advance by the agreed upon due date can result in their graduation being withheld.

By signing below, the Borrower and the Vice President Finance confirm that they agree to and understand the terms of this contract.

Name (Borrower)

Name (VP Finance)

Signature (Borrower)

Signature (VP Finance)

Name (Additional MES Signing Authority)

Signature (Additional MES Signing Authority)

Appendix T – McMaster Engineering Society Button Maker Use Contract

I, _____, take full responsibility for the safekeeping and proper operation of the McMaster Engineering Society (MES) button maker and all of the accessories included with it. Proper operation includes abiding by the MES usage guidelines listed below. I agree to pay for the use of the button maker and any damages which may occur.

The MES Button Maker bag contains:

- 1 Model #1629 Graphic Punch
- 1 Model #125 Button Machine

Number of Buttons to be Made: _____

MES Button Maker Usage Guidelines

- A deposit of \$100 and a completed copy of this contract will be given to the Associate Vice President Clubs prior to the rental of the asset
- Upon return of the Button Maker, the Associate Vice President Clubs will assess the condition of the button maker and all additional parts listed above relative to the state it was in when lent out. If any damages have been incurred which amount to less than the deposit, the remaining deposit will be returned.
- The button maker operator shall at no time be under the influence of alcohol, illegal substances, or pharmaceutical products that may influence motor control or mental acuity while using the button maker.
- The button maker does not come with the individual parts that combine to make a button, those parts must be provided by the borrower.
- Buttons created must be appropriate for the event for which the button maker is rented (i.e. nudity, consumption of illegal substances, nefarious activities, or violation of copyright laws are strictly prohibited from being made into buttons). Failure to follow this rule may result in punitive actions in accordance with McMaster University's Student Code of Conduct.
- The borrower must submit a copy of the approved University Health and Safety (UHS) event form prior to or on the start day of rental. Any exceptions must be approved by the Vice President, Finance and Administration.

I agree to abide by the contract and guidelines of the MES Button Maker as presented above.

Signature

Witness

Date

Appendix U – McMaster Engineering Society Bus Monitor Contract

I, _____, hereby agree to act as a bus monitor for the _____ school year. I understand that in taking on this role, I am a direct representation of the McMaster Engineering Society and agree to act in a way that reflects the values and goals of the MES and its student body.

All bus monitors report directly to the primary event organizer. Should a bus monitor be unsure of the protocol to follow in a situation, they will ask the primary event organizer for assistance. Whatever decision made by the primary event organizer is final and the bus monitor must act accordingly.

I am fully aware that it will be my responsibility to ensure that:

- i) All participants have signed waivers before loading the bus
- ii) No alcohol or intoxicated individuals will be allowed on to the bus. All confiscated alcohol will be disposed of accordingly.
- iii) Every person is aware of the time the bus will be leaving the venue to return to campus.
- iv) Every effort is made to ensure all participants are on the bus before it departs the venue
- v) The individuals who get on the bus at the venue are the same passengers who arrived on the bus.
- vi) Every effort will be made to protect the privacy and security of all event attendees
- vii) I will wear the identification apparel provided to me by the Vice President Student Life and return it to them upon returning to campus after the event.

As part of my duties as a bus monitor, I have completed the following training:

- i) Primer on Privacy (MOSAIC/Avenue)
- ii) Safe Talk (More Feet on the Ground online)
- iii) Basic Care for Intoxicated Individuals (in-person)
- iv) Violence and Harassment Prevention (in-person)

I agree to uphold all the requirements of a bus monitor, as well as to not consume any alcohol or illegal substances on the day of the event until all buses arrive safely back to campus and the event has concluded.

BUS MONITOR NAME (PLEASE PRINT)

BUS MONITOR SIGNATURE

WITNESS NAME (PLEASE PRINT)

WITNESS SIGNATURE

DATE

VP STUDENT LIFE SIGNATURE

Appendix V – MES Office Use Contract

The following points reiterate the more important terms stated in the Policy Manual, as well as additional conditions to the use of the MES Office:

- If you sit at the common table in the office, you must only be working on MES work unless it is your office hour.
- Executive desks may be used for individual work. Only MES Executives and individuals given temporary verbal permission by an MES Executive may sit at these desks.
- No non-MES group work of any kind may occur in the MES office.
- The MES is not liable for any personal items lost/stolen from the MES Office.
- Any MES activities take priority over the use of the productions computer for personal business. The printer is for MES purposes only.
- The office may not be used as long term storage for the materials/items of MES committees, Clubs, Teams, Affiliates, or any other group.
- Individuals who do not have an access card to the MES Office may only be in the office so long as they are accompanied by an individual with an access card to the MES Office by virtue of their position within the MES (See MES Bylaws).
- MES Office access cards shall never be in the possession of an individual who does not have access to the MES Office by virtue of their position within the MES.
- If you are leaving the MES Office, you must ensure either that there is another individual with an access card to the MES Office remaining in the MES Office, or that no one else is left in the MES Office. Ensure that you close the door firmly behind you.
- All individuals using the MES Office are responsible for cleaning up after themselves.

I, _____, have read the sections of the Constitution, Bylaws, and Policy Manual concerning the MES Office, as well as the stipulations listed above, and agree to follow and uphold all the rules as stated in these documents. I understand that should I break any terms of this contract, my access to the MES Office will be revoked.

Name: _____ Position: _____

Signature: _____ Date: ____/____/____

DD MM YYYY

PLEASE RETURN TO THE MAILBOX OF THE PRESIDENT IN THE DW LOUNGE (JHE H101).

Appendix W – Drain Club Merchandise Form

Department or Program Club Name: _____

Club Contact

Name: _____

Email: _____

Signature: _____

Note: Club contact information is to be updated yearly.

Merchandise

Description of Item	Price per Item	Quantity (to be approved by the Drain Coordinator(s))

Comments

The Drain will sell the above items at the stated price. All profits will go to the Department or Program Club stated above. A cheque will be written to the Club at the end of the school year with any profit received. To receive profit at any other time during the year the club contact will contact the Vice President, Finance and Administration. The Club will receive profit based on the sale tracking of the Square system used by the Drain.

By filling out this form you are agreeing to these terms.

For any questions or concerns please contact the Drain Coordinator(s) at drain@macengsociety.ca

APPENDIX X – Intramurals Funding Application

As per the MES Bylaws, Section H.3.5, 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, up to a total of \$300. Please complete this form and submit it to the MES Sport Coordinators.

**Please print clearly and fill in all fields necessary*

Team Captain Full Name:

Percentage of MES members:

Team Roster

Student Name	Student Number	Program	Signature

The undersigned certify that all information presented above is correct and complete.

Team Captain

Witness

APPENDIX Y – Academic Workshop Lead Contract

As per the MES Bylaws, Section B.3.3, the AVPAR oversees the reimbursement of workshop leads. Workshop leads are paid at a rate of \$27/hour, up to a maximum of 3 hours per workshop. Please complete this form and submit it to the MES AVP Academic Resources.

**Please print clearly and fill in all fields necessary*

Academic Workshop Lead Full Name:

Workshop Date	Workshop Name	Hours Worked	Payment Claimed
Total:			

The undersigned certify that all information presented above is correct and complete.

Academic Workshop Lead

AVP Academic Resources

