

McMaster Laboratory Advancement Benefaction (macLAB)

Endowment Fund



Established April 1998

Revised – March 1999

Revised – September 2005

Revised – January 2006

Revised – March 2007

Revised – March 2008

Revised – January 2024

Preamble

The McMaster Laboratory Advancement Benefaction (macLAB) Endowment Fund (“The Fund”) was a project initiated by the McMaster Engineering Society in 1997, in response to an increasing need to renew and update the undergraduate engineering laboratory facilities. Using similar funds at other engineering schools as models, a dedicated group of students, staff, and faculty set out to establish an ambitious and comprehensive program for collecting voluntary contributions from engineering students, which would be invested in a trust fund in order to generate funds each year, and be distributed to departments and programs for labs and facilities.

The students agreed to support the Fund, and the first instalment of funds was distributed in 1998. The Board of Directors (“The Board”) administering the Fund has representation from all departments, as well as faculty and staff. This document serves as a binding term of reference for the Board to guide their activities and decisions.

macLAB represents the hard work and foresight of a student body committed to ensuring the quality of their education at McMaster and the education of all future McMaster engineering students. Without their support, this project would have not been possible.

I. Purpose of the Fund:

The purpose of the McMaster Laboratory Advancement Benefaction (macLAB) Endowment Fund is to support initiatives to purchase and/or maintain equipment and facilities in undergraduate engineering laboratories. Facilities can include purchases such as computer resources for labs, including hardware and software; reference material, and lab supplies. This

fund is also intended to encourage the introduction of new laboratories into the engineering curriculum.

The funds available for disbursement are to be divided into two categories. The first category which comprises a minimum of 75% of the funds available, which will be referred to as the Departmental & Program Project Portion, will be designated strictly for proposals by individual departments for equipment and facilities. A maximum of 25% of the funding, which will be referred to as the Non-Departmental Project Portion will be available for projects outside of departments and programs.

II. Board of Directors:

The Board will consist of the following members:

- Chair: one (1) student appointed by the MES Executive, as outlined in the McMaster Engineering Society Bylaws.

Voting Membership

- The MES program representative from each of the recognized program societies (“Program Society”), as outlined in the MES Bylaws, and one of the Engineering 1 representatives (“Program Representative”):
 - Chemical Engineering
 - Civil Engineering
 - Electrical & Computer Engineering
 - Engineering Physics
 - Materials Science and Engineering
 - Mechanical Engineering
 - Mechatronics Engineering
 - Software Engineering
 - Engineering I
 - Engineering & Management
 - Engineering & Society
 - Bachelor of Technology (B.Tech)
 - Computer Science
 - Integrated Biomedical Engineering & Health Sciences (iBioMed)

Non-Voting Membership

- President, McMaster Engineering Society
- VP Finance, McMaster Engineering Society
- VP Academic, McMaster Engineering Society
- Dean, Faculty of Engineering
- Associate Dean, Undergraduate Studies, Faculty of Engineering
- Director, Finance & Administration, Faculty of Engineering
- Director, Development, Faculty of Engineering

III. Chair Selection:

1. The Chair will be appointed by the MES Executive, following the process outlined in the McMaster Engineering Society Bylaws.
2. The Chair must not occupy another position on the Board.
3. The Chair must be a student enrolled full time in the engineering program at McMaster University and be among the membership of the MES. .

IV. Responsibilities and Procedures of the Board of Directors:

1. The Chair will call and preside over all meetings of the Board.
2. The Chair will be responsible for keeping Department Chairs / Program Directors and Program Representatives informed of submission deadlines, availability of application forms, and will supply each with copies of the macLAB Bylaws.
3. There shall be at least one meeting of the Board per year.
4. In the case that the Chair cannot call or attend a meeting of the Board, the VP Academic shall chair the meeting. In the case that neither the Chair nor the VP Academic can attend, the meeting shall be rescheduled.
5. In the funding application, each department or program must submit a recap of the progress of the approved funding allocations from the prior year.
6. The presence of at least 70% of the voting members of the Board constitutes a quorum.
7. Each member of the Board is entitled to one vote.
8. Each voting member of the Board may send a proxy from the same Program Society in their place, or from Engineering 1 for the Engineering 1 representatives, which will count towards quorum if they notify the Chair a week in advance.
9. All resolutions, unless otherwise specified, shall be ratified by a 70% vote of all voting members on the Board.
10. Applications must be received by a deadline set by the Chair. The Application deadline may be extended at the discretion of the Chair.
11. The Board shall decide on the distribution of the funding during the Winter term at a meeting a minimum of two weeks after the applications deadline .
12. Applications are non-negotiable once submitted, and the Board reserves the right to fully or partially fund a request, or not fund a request at all.
13. The Board is responsible for notifying Project Applicants of all projects/purchases approved by the Board within two weeks after decisions are ratified.,
14. Successful macLAB applicants will purchase their requested equipment and be reimbursed on receipt. The Director, Finance & Administration is responsible for ensuring all approved funds are transferred on departmental receipt of equipment.
15. Any change to the Bylaws of the Fund requires a 70% vote of all voting members on the Board.

16. The Bylaws can only be changed after the meeting to decide the allocation of the funds. The Bylaws cannot be changed once funding applications open until after the allocations have been decided.
17. The Board reserves the right to reference or use photographs and/or images of funded projects for marketing or advertising purposes.

V. Administration of the Fund:

1. All engineering, bachelor of technology, computer science, and iBioMed students who are registered in 18 or more units at any time during the fall/winter session will contribute \$50.00 to macLAB.
2. The monies will be collected with tuition and will be considered separate from the regular McMaster Engineering Society fees and put into a general macLAB trust fund.
3. Donation receipts will be issued by Financial Services by February 28 of the following year, as recommended by the Canada Revenue Agency, so donors can claim their donations on their income tax returns.
4. McMaster University will deposit funds in the designated trust fund.
5. The interest on the trust fund will be available for disbursement by the Board as per the Guidelines for Trust and Endowed Fund Management (TF-01), as outlined by Financial Affairs. The Fund will be administered by the Director, Finance & Administration.
6. Up to 3% of the funds available may be used by the Board for the purchase of plaques, and any other miscellaneous fees associated with the administration of the fund. Any administration cost must be agreed on a majority vote of the Board.
7. Any new monies collected will go to the principal of the Fund, and cannot be spent.
8. A donation refund will be offered to students who apply to the MES in the specified opt-out period in the same year the donation was collected. Students who correctly complete and hand in opt-out requests will receive a credit to their student account upon receipt of notice from the MES to Financial Services.

NOTE: The Chair collects student personal information as a part of the opt-out process. The information provided will be used to refund donations as per student requests and will be protected. This information will be disclosed only to Financial Services and/or the Director, Finance & Administration for the purposes of completing opt-out requests. If there are any questions about the collection and use of this information, please contact the Chair (maclab@macengsociety.ca).

VI. Legacy Supplement:

1. Any receipt of legacy contributions will be available for disbursement in the year they are received.

- a. These funds will be considered part of the total funds available for disbursement in a given year, but will be administered in accordance with the terms of the two separate trust funds. The funds from the Legacy campaigns will also be administered by the Director, Finance & Administration.

VII. Division of the Funds:

The funds will be divided amongst departments based on the level of need as assessed by the Board. The Board will judge the demand of each department based on:

1. The record of money granted through macLAB to that department in the past 4 years. This is to ensure that funds are fairly distributed between departments over a given period of time.
2. The Board will decide on criteria for project selection. These criteria will be shared with the departments at least one month before applications are due.

If the Board decides not to allot the full amount of funds available in a given year, the remaining funds will be rolled over into the funds available for the following year.

VIII. Departmental & Program Project Portion:

1. A minimum of 75% of the funding available will be allocated for Departmental & Program Projects.
2. No more than 40% of the Departmental & Program Project allotment shall be awarded to any one department or program in a given year.
3. Funding will be restricted to one year in duration.
4. Funds not spent by the beginning of the following academic session (September 1) will be available for re-disbursement at the discretion of the incoming Board.
5. Funding is awarded on a by project basis. Changes to projects (i.e. upgrades) must be approved by the Board

IX. Non-Departmental Project Portion:

1. A maximum of 25% of the funding available will be allocated for projects outside of departments or programs.
- 2.
3. This portion may be directed towards projects outside of individual laboratories, such as computer clusters, video conferencing facilities or other equipment, which enhances the overall engineering undergraduate curriculum.
4. Student groups, such as competitive student teams, the MES, or clubs ratified by the MES may apply for Non-Departmental Project funding.

X. Other Project Requirements:

1. Any equipment funded by macLAB must have an identification tag placed on it, or a plaque placed in the laboratory where the equipment is located, clearly indicating funding from macLAB was used. Applicants are expected to obtain plaques from the appropriate source (typically the Director, Development) and affix to the equipment immediately after purchase and before it is in operation. Program Representatives will supervise the application of tags onto doors and equipment.

Appendix A - macLAB Application Form

McMaster Laboratory Advancement Benefaction Endowment Fund Application



macLAB
McMaster Laboratory Advancement
Benefaction Endowment Fund

Application Form

SECTION 1 - IDENTIFICATION		
Project Name:	Department/Program:	Number of students in department/program:
Applicant Name:	E-mail (@mcmaster.ca):	Date:
Project Priority (X of Y):	Proposal Type: <input type="checkbox"/> Departmental & Program Project <input type="checkbox"/> Non-Departmental Project	<input type="checkbox"/> Willing to Accept Partial Funding
SECTION 2 - BRIEF SUMMARY OF PROPOSAL (include the breakdown of its application):		
AMOUNT OF FUNDING REQUESTED FROM THE macLAB ENDOWMENT FUND (If willing to accept partial funding, please describe):		

SECTION 3 - SIGNATURES

It is agreed that this proposal was discussed with a
Program Representative on the macLAB Board of Directors.

Applicant Name (Please Print)

Program Representative (Please Print)

Applicant Signature

Program Representative Signature

SECTION 4 - LIST OF EQUIPMENT/FACILITIES REQUIRED

Equipment/Facility	Application

SECTION 5 - PROJECT COMPONENTS

Required Resources	Description	Funds Required (\$)	Funds Requested (\$)

TOTAL:			

SECTION 6 - EXPECTED AND/OR CURRENT CONTRIBUTIONS FROM UNIVERSITY/FACULTY/INDUSTRY (i.e. funds, equipment, discounts etc.)

SECTION 7 - EXPECTED IMPACT OF PROPOSAL

Departmental/program Impact (e.g. relevant courses, number of students impacted, frequency of use, student opportunity for usage, etc.):

Inter-disciplinary impact (e.g. other departments, extracurriculars, clubs, etc.):

Other notable impacts (if applicable):

Expected Usage Life (ex. 5 years):

**SECTION 8 - DETAILED DESCRIPTION OF PROPOSAL
AND REQUIRED EXPENDITURES**

(Please attach additional documentation as necessary.)

Detailed Description:

Detail the status on the acquisition of approved funding projects from the past year:

SECTION 9 - OTHER SIGNATURES (required in By-Laws)

Department Chair/Program Director

Additional Student
(Signature and Student No.)

Program Society President

Technical/Lab Coordinator