
McMaster
Engineering Society
Policy Manual

PREAMBLE

This Policy Manual was developed in 1997 in an effort to solidify the activities and policies of the McMaster Engineering Society. The policies documented here are intended to accompany the Constitution of the McMaster Engineering Society and are 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 also is intended to be a more flexible document than the Constitution, 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 the Constitution the Constitution will take precedence.

Last updated: February 13th 2012

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A. STRUCTURE & ORGANIZATION

1. THE EXECUTIVE

The MES Executive shall consist of the following positions. One person shall occupy each position, with the exception of the Vice President Social position, which has a maximum occupancy of two people.

1.1. President

The President shall:

- a) Be ultimately responsible for maintaining the integrity of the Society.
- b) Enforce compliance with the Constitution, by-laws, policies and regulations of the MES as well as MSU governing regulations.
- c) Supervise all activities of the Society and its affiliated committees, especially the Welcome Week Committee.
- d) Develop both a short and long-range plan to encourage new initiatives and uphold traditional activities, as well as reviewing the current vision of the Society to be posted in the MES office.
- e) Responsible for assisting in the development of goals for Council members, and actively tracking those goals for the duration of his/her term.
- f) Serve as a MES representative on the following committees:
 - i) Student Advisory Council of the MSU
 - ii) Undergraduate Recruiting and Admissions Committee of the Faculty of Engineering
 - iii) Engineering Co-op and Career Services Operating Committee
 - iv) macLAB Board of Directors
 - v) Faculty Committee
 - vi) Student and professional affairs committee
- g) Be an ex-officio member of all MES Committees, except those to which he/she has been duly appointed.
- h) Be responsible for approving any activities on behalf of the MES and ensuring they comply with Environmental and Occupational Health and Safety Services
- i) Arrange and facilitate monthly meetings with the Dean of Engineering to ensure each party is familiar with relevant issues and activities.
- j) Be responsible for selecting President's Award recipient(s) and procuring the award(s) for Fireball.
- k) Encourage the development of activities that will actively promote the image of the MES.

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- l) Supervise the activities and initiatives of the Chief Returning Officer.

1.2. Vice President, Student Life

The Vice President Internal shall:

- a) Act as the President in all capacities in the latter's absence.
- b) Be an ex-officio member of all MES Committees except those to which he/she has been duly appointed.
- c) Supervise and act on internal matters such as communication, transition, and reports.
- d) Organize Eng Fest to showcase engineering groups and clubs in the week following Welcome Week with assistance from Associate Vice-President Clubs & Sponsorship.
- e) Sit on Awards Selection Committee with the Director of Public Relations (see 'Committees', Section H.3.3).
- f) Be responsible for procuring the Council Appreciation Awards for Fireball.
- g) Supervise the activities and initiatives of the Department and Program Representatives, and the First Year Representatives.
- h) Serve on the Elections Committee.
- i) Be responsible for approving any interfaculty morale boosting activities on behalf of the MES.
- j) Sit on the Sports Committee and First Year Club (see 'Committees', Sections H.3.17 and H.3.9).
- k) Liaise with Environmental and Occupational Health and Safety Services and ensure all MES social activities abide by its guidelines.
- l) Review changes made to the Policy Manual.
- m) Supervise the following positions:
 - i) Associate Vice-President, Clubs & Sponsorship
 - ii) Director of Advertising
 - iii) Director of Sport

 - iv) Kipling Coordinator
 - v) Fireball Coordinator

1.3. Vice President, External Relations

The Vice President External Relations shall:

- a) Liaise with all student and professional organizations including:
 - i) Professional Engineers Ontario (PEO)
 - ii) Engineering Student Societies Council of Ontario (ESSCO)
 - iii) Canadian Federation of Engineering Students (CFES)
 - iv) Ontario Society of Professional Engineers (OSPE)

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- b) Liaise with other engineering schools in Ontario and in Canada.
 - c) Collect and distribute all external Society correspondence.
 - d) Organize conferences or workshops on professional development and awareness.
 - e) Be responsible for recruitment issues and initiatives in coordination with the Vice President Academic.
 - f) Chair Delegate Selection Committee for relevant conferences (see 'Committees', Section H.3.5; and 'Inter/Intra University Liaison', Section D.4.2).
 - g) Attend all conferences supported by the MES, or send an appropriate delegate (see 'Inter/Intra University Liaison', Section D.2.1).
 - h) Seek out and effectively distribute information about competitions and conferences open to engineering students.
 - i) Publish in the Handbook a calendar of all external events, conferences, and competitions.
 - j) Update position binders with information sheet on CFES/ESSCO and information on positions and conference/competition bids available.
 - k) Ensure the MES Executive is subscribed to the ESSCO and CFES links.
 - l) Inform the student body about CFES and ESSCO through promotional means such as the Frequency and Handbook.
 - m) Supervise the following positions:
 - i) Director of Public Relations
 - n) Ensure that conference reports are complete and available on the website a maximum of 1 month after the conference.

1.4. Vice President, Academic

The Vice President Academic shall:

- a) Liaise with faculty, Department and Program Representatives, and students regarding educational and academic issues.
- b) Actively investigate educational and academic issues for undergraduate engineering students.
- c) Be responsible for recruitment issues and initiatives in coordination with the Vice President External.
- d) Chair the McMaster Engineering Society Undergraduate Student Affairs Committee (MESUSAC) and supervise the activities of its subcommittees (see 'Committees', Section H.3.12). MESUSAC should prepare at least one report on academic related issues per academic year.
- e) Sit on Faculty Committee as well as any education-related faculty committees.
- f) Initiate and/or review changes to course evaluations.
- g) Be aware of and discuss relevant accreditation issues.

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- h) Represent the MES at any accreditation visits or send an appropriate delegate in his or her place.
 - i) Liaise with the SRA and/or Senate Representatives with regards to relevant university issues such as tuition, course evaluations, and program changes.
 - j) Attend MSU Student Advisory Council meetings with the President as the need arises.
 - k) Organize and advertise professional development events such as Etiquette Dinner.
 - l) Sit on any educational ad-hoc committees.
 - m) Chair or delegate the chair position for the macLAB Board of Directors (see 'Committees', Section H.3.8).
 - n) Organize the MES First Year Information Session, where first years can come and talk to upper year students regarding their program. This session is held after the department information sessions (late March) and usually includes pizza and pop.
 - o) Sit on the Engineering Co-op and Career Services Operating Committee.
 - p) Assist MEC Coordinator in promoting yearly involvement of student body in MEC.
 - q) Supervise the following positions:
 - 1. McMaster Engineering Competition (MEC) Chair

1.5. Vice President, Finance & Administration

The Vice President Finance & Administration shall:

- a) Be responsible for the MES accounts, both at a chartered bank or trust company and on campus (see 'Financial Policies' Section J.3).
- b) Ensure accurate and complete financial records are kept.
- c) Prepare the operating budget of the MES before April 30 of the year elected and continually update it in order to keep track of money spent and advise on further disbursement.
- d) Arrange for the custody and disbursement of funds of the MES.
- e) Investigate and coordinate the investment of MES funds (see "Investments", Section J.3.2).
- f) Oversee development and/or signing of contracts including handbook and yearbook printing companies and suppliers for Drain merchandise.
- g) Ensure that the appropriate members (i.e President, VP Finance & Administration, and one VP Student Life) have signing authority to charge fees to MES accounts.
- h) Be audited by an outside accounting firm for the purpose of official statements if requested by Financial Services to receive Society fees.
- i) Act as liaison with external advertising companies for MES publications.

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- j) Be governed by the MES Financial Policies (see ‘Financial Policies’, Section J).
 - k) Sit on the macLAB Board of Directors (see ‘Awards, Funds, and Donations’, Section F.2.1).
 - l) Supervise the following Council positions:
 - i) Associate Vice-President, Services & Productions
 - ii) Drain Coordinator
 - iii) BLUE Lounge Coordinator
 - iv) Associate Vice-President Clubs & Sponsorship
 - v) Trailer Maintenance Coordinator
 - m) Arrange to have the combination lock for the MES safe changed immediately after being ratified into the position.
 - n) Supervise the activities and initiatives of the Director of Information & Technology.
 - o) Take and distribute minutes and agendas for all MES Executive Meetings. Send Executive minutes to the Executive by the end of the week in which the meeting occurred.

2. AUTHORITY AND RESPONSIBILITY OF THE EXECUTIVE

2.1. Executive Authority

The Executive has the following authority:

- a) To administer the day-to-day business and operations of the MES.
- b) To act as an advisory board to the Council on the effects of Council policy decisions on the day-to-day operations of the MES.
- c) To perform the functions of the Council during the summer subject to any restrictions placed on it by the Council.
- d) In case of an emergency situation where the Council is unable to meet, the Executive may make an interim decision, although any policy decisions shall be subject to ratification at the next Council meeting.
- e) Approve expenditures not exceeding \$300.00.

2.2. Executive Responsibility

The Executive shall have the following responsibility:

- a) To review the MES budget prepared by the Vice President Finance and Administration for final recommendations to the Council.
- b) To strike a special committee when required for the purpose of appointing subordinate officers to assist in administering the policies of the MES. These officers are to be ratified by the Council (see ‘Committees’, Section H.2).

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- c) Shall be accountable and transparent for all its actions to the Council and to the general membership at each General Meeting.
 - d) Discuss and approve funding for MES clubs according to Clubs Funding Policy.
 - e) Initiate and encourage new events and activities of the MES.
 - f) Supervise appointed Council positions to provide advice or assistance.
 - g) Liaise with other members or groups within the university community.
 - h) Promote professionalism within the Council.
 - i) Take a proactive role in the long term goal setting of the Society.
 - j) Ensure effective transition and continuity between old and new Council, through documentation and orientation.
 - k) Create a positive and effective working environment.
 - l) Supply Executive meeting minutes that concern the student body and finances to the Council via the MES website.
 - m) Hold at least 1 hour of scheduled office hours each week.

3. ASSOCIATE VICE-PRESIDENTS

3.1. Associate Vice President, Events

The Associate Vice President of Events shall:

- a) Organize all social events of the MES including, but not limited to:
 - i) Pubs
 - ii) Road Trips
 - iii) Fireball
 - iv) Kipling
- b) Chair the Social Committee (see ‘Committees’, Section H.3.16).
- c) Initiate at least one new activity and ensure the overall schedule of events offers a variety of activities that will appeal to many different groups (see ‘Special Events’, Sections I.2, I.3, I.4).
- d) Sit on the Advertising Committee and coordinate with the Director of Advertising to promote MES activities.
- e) Report to Vice President Student Life.
- f) Prepare an interim progress report and transition report (see Appendices R and J).

3.2. Associate Vice President, Administration

The Associate Vice President of Administration shall:

- a) Be the custodian of all MES records.
- b) Within one month of the start of each term, schedule and advertise:
 - i) MES Executive meeting dates and times

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- ii) MES Council meeting dates and times
 - iii) MES Executive office hours dates and times
 - c) Collect and distribute all internal Society correspondence.
 - d) Take and distribute the minutes and agendas of all MES Council and General Meetings. Make Council minutes available for review and continuity in a public forum within a week after the meeting has occurred.
 - e) Forward motions for funding to the Vice President Finance & Administration as they are received.
 - f) Be responsible for posting minutes on website for future reference.
 - g) Record attendance at Council meetings and enforce the Attendance Policy (see 'Meetings', Section G.2).
 - h) Be responsible for procurement of keys to MES Office and distribution of keys to all approved positions (see 'Services', Section E.6.1).
 - i) Be responsible for taking and distributing phone messages.
 - j) Maintain the MES Office, including purchasing resources such as stationary, letterhead, business cards, and other office supplies (see 'Services', Section E.6).
 - k) Update the Policy Manual to reflect changes voted upon by Council.
 - l) Update the labels on the MES Council mailboxes located in the BLUE Lounge within one week of ratification of the new Council.
 - m) Coordinate the collection and distribution of midyear and final reports of the Council Members
 - n) Chair Award Selection Committee and procure awards for Fireball (see 'Committees', Section H.3.3).
 - o) Be responsible for procuring the Council Appreciation Awards for Fireball.
 - p) Serve on the Elections Committee.

3.3. Associate Vice President, Services & Productions

The Associate Vice President of Services and Productions shall:

- a) Oversee organization and production of the following publications:
 - i) Frequency
 - ii) Plumblin
 - iii) Yearbook
 - iv) Handbook
- b) Enforce the Editorial Policy for all MES publications (see 'Services', Section E.1.3).
- c) Chair Editorial Review Committee to enforce and review Editorial Policy (see 'Committees', Section H.3.6).
- d) Chair the Productions Committee (see 'Committees', Section H.3.6).
- e) Coordinate with the Information & Technology Coordinator to maintain and update online publications.

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- f) Sit on the Sponsorship Committee.
 - g) Be responsible for supervising the care of all MES assets including computer resources and lounge facilities.
 - h) Report to Vice President Finance & Administration.
 - i) Prepare an interim progress report and transition report (see Appendices R and J).

3.4. Associate Vice President, Clubs & Sponsorship

The Associate Vice President of Clubs and Sponsorship shall:

- a) Recommend funding levels for all MES sponsored clubs to the Executive and enforce the Clubs Funding Policy (see 'Financial Policies', Section J.2.2).
- b) Call and chair meetings of club leaders to discuss relevant issues, coordinate club funding, and facilitate interaction between clubs.
- c) Assist Vice-President Student Life with the organization of Eng Fest to showcase engineering groups and clubs in the week following Welcome Week.
- d) Chair the First Year Club and act as an advisor to the First Year Representatives to help coordinate activities and fundraising initiatives (see 'Committees', Section H.3.9).
- e) Actively seek sponsorship for MES facilities and activities including external subsidizing of events, conferences, and computer or office resources.
- f) Work with the various MES Clubs and teams to develop and maintain good, long-term sponsors for the individual clubs and teams through continuous contact.
- g) Maintain good relationships with existing sponsors through contact, thank you letters and holiday cards.
- h) Chair Sponsorship Committee (see 'Committees', Section H.3.6).
- i) Assist the Director of Public Relations in the coordination of charity events.
- j) Update and improve sponsorship package materials.
- k) Keep up to date records of MESlink, website postings, Frequency articles and council presentations where they pertain to MES sponsorship initiatives.
- l) Assist the clubs, groups and teams when requested to complete relevant sponsorship checklists in order to receive funding.
- m) Report to Vice President Finance & Administration and Vice President Student Life.

4. DIRECTORS

The Directors shall consist of the following positions. One person should occupy each position but Co-Directors may run for the position with approval from the Executive.

4.1. Director of Advertising

The Director of Advertising shall:

- a) Produce all advertising material for MES and committee activities including design and distribution, while following MSU guidelines for posting.
- b) Chair the Advertising Committee (see 'Committees', Section H.3.1).
- c) Produce and distribute posters within five days of notice.
- d) Be responsible for publicly posting advertising material. Department, Program, and First Year Representatives shall assist the Director of Advertising with this task.
- e) Develop and encourage new initiatives to increase exposure and effectiveness of advertising techniques.
- f) Sit on the Social Committee (see 'Committees', Section H.3.16).
- g) Update and maintain the MES posting space.
- h) Report to the Vice President Student Life.
- i) Prepare an interim progress report and transition report (see Appendices R and J)

4.2. Director of Public Relations

- a) The Director of Public Relations shall: Promote all activities and initiatives of the MES within the Faculty, the University, the community, and with industry. This will be accomplished through, but not limited to, regular articles in the MacEngineer, McMaster Daily News, and the Faculty of Engineering website.
- b) The Director of Public Relations is responsible for the promotion and coordination of events that promote the McMaster Engineering Society and McMaster Engineering to students, faculty, and the public, including:
 - i) Eng Fest
 - ii) Engineering Month
 - iii) Faculty of Engineering Open House
 - iv) MES charity events
- c) Chair Public Relations Committee (see 'Committees', Section H.3.7).
- d) Develop new charity initiatives and coordinate all traditional charity initiatives, such as:
 - i) Santa Hog

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- ii) Food Drive
 - iii) Santa Claus Parade
 - e) Coordinate media recognition of significant MES activities.
 - f) Liaise with faculty promotional activities including Open House.
 - g) Organize Engineering Month activities to coordinate with either National Engineering Month or Hamilton Engineering Month with the Vice President External Relations.
 - h) Coordinate with Vice President Academic all outreach, ambassadorship, or mentorship programs of the Faculty or of the MES.
 - i) Develop and supervise MES displays for Eng Fest and any other appropriate venues.
 - j) Encourage the development of activities that will actively promote the image of the MES.
 - k) Ensure that the integrity of the MES is upheld in all respects.
 - l) Coordinate with the Vice-President External Relations and University's Gender Equality Committee to promote December 6th Memorial.
 - m) Liaise with members of industry for involvement, support and/or feedback.
 - n) Liaise with Engineering Alumni Affairs Office regarding outreach, alumni, or other relevant initiatives.
 - o) Liaise with the Faculty Office of Student Alumni Relations, and coordinate joint initiatives and events.
 - p) Attend meetings initiated by the Engineering Alumni Office and participate in Alumni events as an MES representative.
 - q) Chair the Alumni Affairs Committee (see, 'Committees', Section H.3.2).
 - r) Write articles when required for MacEngineer to maintain continuous communication with alumni regarding MES activities and initiatives.
 - s) Sit on Recruitment sub-committee of MESUSAC.
 - t) Encourage the involvement and support of alumni in MES activities and initiatives.
 - u) Report to the Vice President External Relations and Vice President Student Life.
 - v) Prepare an interim progress report and transition report (see Appendices R and J)

4.3. Director of Sport

The Director of Sport shall:

- a) Organize team sports events both internal and externally to the MES.
- b) Chair the Sports Committee (see 'Committees', Section H.3.17).
- c) Encourage participation in intramurals and department team competitions.
- d) Maintain contact, through the Vice President External Relations, with other engineering schools to coordinate inter-school challenges.

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- e) Publicize all relevant sporting tournaments such as the MSU Olympics in MES publications.
 - f) Prepare an events schedule at beginning of his/her term to be published in Engineering Handbook.
 - g) Initiate at least one new activity; such as a weekend trip, a hosted tournament, or a homecoming activity.
 - h) Coordinate support and involvement in MES-sponsored sports teams with the Vice President Student Life.
 - i) Organize a MES team for the MSU Olympics.
 - j) Organize the annual Ratboy Memorial Soccer Tournament and initiate/coordinate other interdepartmental sports tournaments.
 - k) Review and approve funding requests for intramural sports teams (see “Intramural Funding Policy”, Section J.2.4) and forward to the Vice President Finance & Administration.
 - l) Coordinate and organize events for Frost Week.
 - j) Report to the Vice President Student Life.
 - k) Prepare an interim progress report and transition report (see Appendices R and J)

4. REPRESENTATIVES

4.1. Department Representatives

- a) There shall be one representative, who is a full member of that department, from each of the 9 departments of the Faculty of Engineering:
 - i) Civil Engineering
 - ii) Chemical Engineering
 - iii) Computing and Software
 - iv) Electrical and Computer Engineering
 - v) Engineering Physics
 - vi) Materials Science and Engineering
 - vii) Mechanical Engineering
 - viii) Mechatronics

- b) Responsibilities:
 - i) To act as a liaison between the MES and their respective department clubs and the students represented by those clubs.
 - ii) To keep the MES informed of department and department club issues and activities.
 - iii) Advertise all MES events and activities to respective constituents by making class announcements, distributing posters from the Director

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- of Advertising, distributing MES publications, and promoting the MES website and MESlink email list.
 - iv) Actively encourage participation in MES activities, such as attendance at General Meetings.
 - v) Serve as a representative on the macLAB Board of Directors if the position is vacant.
 - vi) Report to the Vice President Student Life.

4.2. Program Representatives

- a) There shall be one representative who is a full member of one of the following programs:
 - i) Engineering and Management
 - ii) Engineering and Society
 - iii) Bioengineering at McMaster Society (BEAMS)
 - iv) Bachelor of Technology Association
- b) Responsibilities:
 - i) To act as a liaison between the MES and their respective program clubs and the students represented by those clubs.
 - ii) To keep the MES informed of program and program club issues and activities.
 - iii) Advertise all MES events and activities to respective constituents by making class announcements, distributing posters from the Director of Advertising, distributing MES publications, and promoting the MES website and MESlink email list.
 - iv) Actively encourage participation in MES activities, such as attendance at General Meetings.
 - v) Serve as a representative on the macLAB Board of Directors if the position is vacant.
 - vi) Report to the Vice President Student Life.

4.3. First Year Representatives

- a) Four Level I Representatives will be elected from the first year class.
- b) Responsibilities:
 - i) Advertise all MES events and activities to first year students by making class announcements, distributing posters from the Director of Advertising, distributing MES publications, and promoting the MES website and MESlink email list.
 - ii) Organize and sit on the First Year Club with the Vice President Internal (see 'Committees', Section H.3.9).
 - iii) Represent the concerns and opinions of first year students.
 - iv) Promote and encourage first year attendance at events.

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- v) Recruit first year students for MES committees and activities.
 - vi) Seek out course coordinators to voice concerns of the first year students.
 - vii) Assist the Engineering Student Services office with their first year events.
 - viii) Assist the recruitment and transition of subsequent First Year Representatives.
 - ix) Report to the Vice President Student Life.

5. APPOINTED POSITIONS

The following positions have speaking rights at MES Council meetings, but do not have voting rights.

5.1. Chief Returning Officer

The Chief Returning Officer shall:

- a) Act as an unbiased chair for MES Council Meetings and General Meetings.
- b) Maintain order and integrity in all MES Council Meetings and General Meetings in accordance with the MES Roberts Rules of Order (see Appendix I).
- c) Coordinate nomination periods and elections as outlined in 'Elections', Section B.
- d) Chair the Elections Committee (see 'Committees', Section H.3.7).
- e) Serve on the Delegate Selection Committee (see 'Inter/Intra University Liason', Section D.2.1).
- f) Report to the President.
- g) This position may only be held by one person.

5.2. Culture Coordinator

The Culture Coordinator shall:

- a) Ensure that McMaster Engineering traditions are maintained through a written record and passed on through word of mouth, Plumblin and other means, and these traditions include:
 - i) Songs
 - ii) Cheers
 - iii) Stories
 - iv) Places/Trips
 - v) DTK Update

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- b) Build ties with engineering alumni and, if possible, organize speakers/speeches regarding McMaster Engineering culture and tradition where appropriate.
 - c) Chair the Culture Committee (see 'Committees', Section H.3.20).
 - d) Initiate and respond to any prank as outlined in the officially adopted pranking rules set out by CFES Congress 2005.
 - e) Sit on Social Committee, as well as keep close ties with the VP Socials (see 'Committees', Sections H.3.16).
 - f) Periodically update the Culture section of the MES website.
 - g) Responsible for organizing the daytime charitable event known as Santa Hog.
 - h) Work with the PR Chair to organize the MES' involvement in the annual Hamilton Santa Claus Parade, as well as keep close ties with the PR Chair.
 - i) Responsible for the administration of Redsuit database as well as Council member database.
 - j) Responsible for ensuring the continued operation of the Iron Ring Clock.
 - k) Responsible for organizing MES Canada Day
 - l) Report to the President.
 - m) Prepare an interim progress report and transition report (see Appendices R and J)

5.3. McMaster Engineering Competition (MEC) Coordinator

The MEC Coordinator position may be held by Co-Coordinators. The MEC Coordinator shall:

- a) Have prior experience with MEC, either as a member of MEC Organizing Committee (MEC-OC) or as a volunteer.
- b) Be ultimately responsible for MEC and Chair the MEC-OC.
- c) Be responsible for recruiting/selecting committee members for the MEC-OC before the end of April.
- d) Hold at least one MEC-OC meeting before the end of April.
- e) Ensure that MEC is held in advance of OEC such that sufficient time is allowed for judging and registration of successful competitors for OEC.
- f) Hold weekly or bi-weekly Organizing Committee Meetings starting the third week of September.
- g) Liaise with Engineering Competition Chairs at other universities and the OEC Organizing Committee.
- h) Update MES Council on MEC-OC Progress at least once per month at Council meetings and provide a progress report to the MES Executive in July, October, and January.
- i) Keep an official journal of progress for transitional purposes.

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- j) Meet with winning teams to brief them and ensure professional representation at OEC.
 - k) Organize a post competition training workshop for winning competitors.
 - l) Report to Vice President External Relations.
 - m) This position may only be held by one person.

5.4. Co-Orientation Coordinator

The Co-Orientation Coordinators shall:

- a) Be appointed by MES Council before the end of first semester.
- b) Be in third year or above at the time of applying for the position.
- c) Be familiar both with the MES and with the Engineering Welcome Week and must have served as an engineering Welcome Week Representative for at least one year.
- d) Chair the Orientation Planning Commission and select its members, whom will be responsible for selecting Welcome Week Representatives and organizing Welcome Week (see 'Committees', Section H.3.14).
- e) Submit a follow up report and evaluation of Welcome Week to both the MES and the First Year Experience Office before the end of September.
- f) Attend Council meetings after being appointed.
- g) Attend or delegate core meetings and training sessions provided by the First Year Experience Office.
- h) Report to the President.
- i) This position must be held by two people to be consistent with University Requirements.

5.5. Information and Technology Coordinator

The Communications Coordinator shall:

- a) Create and maintain the MES website (<http://mes.mcmaster.ca>) in accordance with the guidelines set out in 'Services', Section E.2.
- b) Maintain the MES council email service (<http://mail.macengsociety.ca>) including registration and domain renewal as well as the Google Apps service.
- c) Look after MES computer needs, including maintenance and installation of the machines in the MES Productions Office.
 - i) The Information and Technology Director must be consulted on the purchases of new hardware for the MES computers.
 - ii) The software on the computer is at the discretion of the Information and Technology Coordinator and should be used for official MES business only.
- d) Create and maintain the MESlink email list.
- e) Ensure only the Vice President Student Life is authorized to send to the MESlink, and moderate all messages sent to the list.

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- f) Take appropriate action to protect passwords for the MES server, mailing lists, Productions Office computer, and any other MES passwords.
 - g) Report to the Associate Vice President Administration.
 - h) This position may only be held by one person.

5.6. Drain Coordinator

The Drain Coordinator shall:

- a) Recruit a suitable staff of volunteers (i.e. punctual, polite and trustworthy).
- b) Train all employees at the beginning of his/her term.
- c) Develop creative ideas for new apparel and merchandise.
- d) Organize times for the sale of leather jackets and windbreakers, and help the companies in charge of these items with the sales process, including receiving any deliveries.
- e) Collect and record all payments from students for the purchase of leather jackets.
- f) Record all sales and keep accurate records of inventory.
- g) Submit monthly revenue reports to the Vice President Finance & Administration.
- h) Make cash deposits into the MES safe on a regular basis so that the float in the Drain does not exceed \$50 at the end of each day.
- i) Ensure that all deposits in the MES safe are properly labelled with the source of income, amount, and date deposited.
- j) Be responsible for the opening and closing of the Drain.
- k) Arrange for advertising and promotion of sales and other campaigns.
- l) Consult with suppliers, students and the Vice President Finance & Administration about upcoming campaigns (i.e. new paraphernalia).
- m) Keep the Drain neat and organized.
- n) Coordinate the sale of event tickets with AVP Events by Drain staff and Social Committee.
- o) Report to the Vice President Finance & Administration.
- p) This position may be held by a maximum of two people.

5.7. Trailer Maintenance Coordinator

The Trailer Maintenance Coordinator shall:

- a) Coordinate and record all MES Trailer activities and bookings.
- b) Maintain the Trailer webpage and update it with booking information.
- c) Be responsible for ensuring that groups using the MES Trailer are aware of how to safely operate it. This includes completion of a training course from previous Coordinator.
- d) Be responsible for the three sets of keys to the MES Trailer.
- e) Establish regular maintenance schedules and complete all necessary repairs efficiently and in a timely manner.

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- f) Document all maintenance completed, related purchases, and complete proper paperwork for MES records.
 - g) Enforce the MES Trailer policy (see ‘Services’, Section E.7) and report all violations to the MES Executive.
 - h) Have the authority to refuse use of the MES Trailer to a particular person or group.
 - i) Be responsible for collecting fees on behalf of the MES should the trailer be used on any toll routes.
 - j) Get the trailer inspected and licensed annually in September.
 - k) Report to the Vice President Finance & Administration.
 - l) This position may only be held by one person.

5.8. Kipling Coordinator

The Kipling Coordinator shall:

- a) Be appointed by the VP Social at the approval of the Executive.
- b) Organize all aspects of the Kipling dinner including:
 - i) Booking the reception hall
 - ii) Selling tickets
 - iii) Decorations at dinner
 - iv) Arrange head table (if desired) and arrange speakers list
 - v) Catering
- c) Organize and coordinate Kipling Prank cleanup.
- d) Hold a Kipling prank planning meeting to coordinate pranks between groups.
- e) Actively discourage any destructive or offensive Kipling pranks (this may include the running of an “Approved Kipling Prank” Contest).
- f) Report to the Associate Vice President Events and Vice President Student Life
- g) This position may be held by a maximum of two people.

5.9. BLUE Lounge Coordinator

The BLUE Lounge Coordinator shall:

- a) Be responsible for monitoring the television, refrigerator, and microwave at least three times a week to ensure no damage has occurred.
- b) Ensure the following activities will occur on a regular basis:
 - i) Expired posters will be taken down and disposed of
 - ii) Refrigerator will be emptied out and wiped down
 - iii) Microwave will be wiped clean
 - iv) Papers and garbage will be picked up and disposed of
 - v) Chairs and couches will be arranged neatly
 - vi) Windows will be shut.

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- c) Carry out a complete cleaning of the BLUE Lounge at the end of each semester. This will entail dusting couch cushions, washing the floor, polishing furniture, soaping the refrigerator and microwave, cleaning the windows and telephone, taking down expired decorations, and refreshing the air.
 - d) Be responsible for all cleaning except for the duties of Physical Plant staff. Physical Plant is ONLY responsible for collecting garbage and recycling daily, as well as for sweeping the floor.
 - e) Propose expenditures for the lounge budget.
 - f) Report to the Vice President Finance & Administration.
 - g) This position may be held by a maximum of two people.

5.10. Plumblin Editor

The Plumblin Editor shall:

- a) Have contributed to the Plumblin in the year he/she has applied for the position.
- b) Produce a minimum of four issues of the Plumblin (see 'Services', Section E.1.5).
- c) Have an electronic copy of the Plumblin available for download on the MES website on or prior to the day of hardcopy release.
- d) Serve on the Editorial Review Committee (see 'Committees', Section H.3.6).
- a) Report to the Associate Vice President Services & Productions and Editorial Committee.
- e) This position may be held by a maximum of two people.

5.11. Yearbook Editor

The Yearbook Editor shall:

- b) With the assistance of the Yearbook Committee (see 'Committees', Section H.3.18), design a yearbook to reflect upon the entire realm of activities and academics available within the Faculty of Engineering at McMaster University.
- c) Ensure that all deadlines are met to prevent a delay in the delivery period.
- d) Distribute the yearbooks to graduating students at the reception following commencement. If he/she is unable to attend the reception, he/she is responsible for finding a suitable delegate.
- e) Ensure that graduating students who are not present to receive their yearbooks in person may arrange for an alternate pick-up time and location, or have the yearbook couriered to him/her at his/her own expense.
- f) Report to the Associate Vice President Services & Productions
- q) This position may be held by a maximum of two people.

5.12. Frequency Editor

The Frequency Editor shall:

- a) Recruit a Newsletter Committee if necessary (see 'Committees', Section H.3.13).
- b) Publish and distribute the Frequency every month to the undergraduate engineering student body (see 'Services', Section E.1.6).
- c) Actively seek contributions.
- d) Report to the Associate Vice President Services & Productions.
- e) This position may only be held by one person.

5.13. Handbook Editor

The Handbook Editor shall:

- b) Be appointed in October to allow for a longer time to accumulate material to produce a superior Handbook.
- c) Compile the Engineering Handbook. The position involves rewriting the old information to make it funny, and finding/creating humour for the pages in between the agenda calendar. The Handbook Editor must keep in mind that the primary targets for the Handbook are the first year students, and must be careful to keep the book free of discriminatory material. Mostly, the Handbook must take care to pass down McMaster Engineering traditions and information to first years in a useful and humorous way (see 'Services', Section E.1.8).
- d) List the annual MES awards in the Handbook along with a description of the award (see 'Awards, Funds, and Donations', Section F.1.2).
- e) List a calendar of events, conferences, and competitions as supplied by the Vice President External.
- f) List all of the involvement opportunities within Engineering.
- g) Maintain a respectful relationship with the current advertising agency.
- h) Report to the Associate Vice President Services & Productions
- i) This position may be held by a maximum of two people.

5.14. macLAB Chair

The macLAB Chair shall:

- a) Advertise the benefits of the macLAB Fund, and administer the opt-out period on behalf of the MES, in accordance with macLAB By-Laws (see 'Awards, Funds, and Donations', Section F.2.1).
- b) Abide by the macLAB By-Laws (see Appendix O).

6. TRANSITION

6.1. Objectives

The objectives of transition are to:

- a) Effectively transfer the duties, goals and initiatives from outgoing to incoming Council members and ensure continuity within the MES.
- b) Establish both short and long term mandates for individual Council positions and the MES in order to promote momentum for traditional activities and new opportunities.
- c) Generate spirit and enthusiasm for incoming Council members in order to maintain or enhance current MES standards and traditions.
- d) Provide some professional development activities for Council members.
- e) Give Council members a chance to interact on both a professional and a social level.

6.2. Transition Reports

Transition report from outgoing Council members shall be completed according to the template set out in Appendix J, and shall be collected by the Vice President Internal at least one week prior to Transition Session I. The Vice President Internal will also facilitate the exchange of relevant transition documents.

6.3. Transition Process

The transition process will consist of two separate sessions:

- a) Transition session I:
 - i) The first transition session will be held at the first Council meeting after SAGM II.
 - ii) The session should include accountability sessions for both the Executive and all committee chairs.
 - iii) The Constitution and Policy Manual should be reviewed in order to introduce or clarify any new additions. Any policies or constitutional changes introduced from session workshops should be developed and posted before the General Meeting.
 - iv) All incoming Council members will be given the opportunity to meet with their predecessor to review their activities, their obstacles and their recommendations. The incoming and outgoing Council member should discuss possible goals or activities for the position in the coming year.
 - v) Every incoming member of the MES Council must sign the responsibility contract as laid out in Appendix C.
 - vi) A Transition Dinner shall be held for incoming and outgoing council members who have completed their transition reports.

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- b) Transition Session II (McMaster Engineering Society Council Orientation):
 - i) The incoming Vice President Internal or President shall organize a daylong session in the fall term to be held before September 30.

B. ELECTIONS

1. GENERAL

- a) There shall be two classes of internal Society elections: regular elections and by-elections.
- b) All Society elections shall be administered and overseen by the Elections Committee (see 'Committees', Section H.3.7).
- c) Election times will be at the discretion of the Chief Returning Officer (CRO) and the Elections Committee.
- d) At least 3% of all eligible MES members must vote in order for an election to be considered valid.

2. REGULAR ELECTIONS

- a) A "Meet-and-Greet" style of event will be held by the CRO prior to each regular election.
- b) There shall be three distinct regular elections: presidential election, general elections, and first year representative elections.

2.1. Presidential Election

- a) The presidential elections shall include the selection of a MES president and a Bachelor of Technology (B-Tech) Representative.
- b) Elections are to be held prior to Fireball, and the winning presidential candidate shall be announced at Fireball.
- c) As part of the MES Presidential campaign, candidates must have long-term goals established.

2.2. General Elections

- a) The following Executive members shall be elected at the time of the General Election:
 - i) Vice President Student Life
 - ii) Vice President External Relations
 - iii) Vice President Academic
 - iv) Vice President Finance & Administration
 - v) Associate Vice President Events
 - vi) Associate Vice President Administration
 - vii) Associate Vice President Clubs & Sponsorship
 - viii) Associate Vice President Services & Productions
- b) Additional Members:
 - i) Director of Advertising

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- ii) Director of Productions
 - iii) Director of Public Relations
 - iv) Director of Sport
 - v) Department Representatives
 - vi) Program Representatives excluding the B-Tech Representative
 - c) The elections procedure shall be completed by the second term General Meeting
 - d) All MES members shall be eligible to vote for all the positions listed above except for the Department and Program Representatives. Only MES members currently in the corresponding department or program can vote for their Department and Program Representatives.

2.3. First Year Representative Elections

- a) Four Level I Representatives will be elected from the first year class.
- b) Only first year students in the faculty of engineering are eligible to vote.
- c) The CRO and the Elections Committee shall determine a nomination period of one week during which all interested first year students may submit their nomination forms to the CRO.
- d) Elections should be held in September.
- e) Students will be able to select up to two candidates.

3. APPOINTED POSITIONS

3.1. Appointment Procedure

- a) The CRO will advertise for all appointed positions at their respective times throughout the year.
- b) All interested candidates must submit a resume and a letter of intent to the Vice President Internal mailbox by the last day of the general elections nominations period.
- c) The MES Executive and the Council member currently holding the position sought will review applications, and successful applicants will be contacted for interviews during the following week. Interviews will be conducted by the MES Executive and said position holder.
- d) Interviews for all appointed positions shall be held between the general elections and the first official transition meeting.

3.2. Regular Appointed Positions

The following positions will be appointed during the regular election period using the appointment procedure outlined above:

- a) Chief Returning Officer

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- b) Coordinators:
 - i) Communications Coordinator
 - ii) Culture Coordinator
 - iii) Drain Coordinator
 - iv) BLUE Lounge Coordinator
 - v) Orientation Coordinator
 - vi) Trailer Maintenance Coordinator
 - vii) MEC Coordinator

 - c) Editors
 - i) Frequency Editor
 - ii) Handbook Editor
 - iii) Plumbline Editor
 - iv) Yearbook Editor

3.3. Other Appointed Positions

The following positions will be appointed at their respective times throughout the year using the appointment procedure outlined above:

- a) The Handbook Editor shall be appointed in October.
- b) The Orientation Coordinator shall be appointed before the end of classes in first semester.
- c) The Fireball Coordinator and Kipling Coordinator shall be appointed by the VP Social(s) with approval of the Executive by the end of April.

4. FACULTY COMMITTEES

4.1. Undergraduate Representatives

Applications for the positions of Undergraduate Representative on Faculty of Engineering Committees as listed below shall be accepted by the CRO up to and including the second weekday after the General Election.

- a) Faculty of Engineering Committees with Undergraduate Representatives:
 - i) Undergraduate Recruiting and Admissions Committee
 - ii) Curriculum, Policy and Calendar
 - iii) Examinations and Review
 - iv) Employment, Counselling and Professional Affairs
 - v) Engineering Co-op and Career Services Operating Committee
 - vi) Student and Professional Affairs Committee
 - vii) Faculty Committee
- b) All Undergraduate Representatives on Faculty Committees must report committee activities to the MES Council on a regular basis.

4.2. Executive Representatives

The MES President shall fill one of the positions, and the Vice President Education shall fill the 'Joint Science & Engineering Library User's Committee' position. The MES Executive shall appoint the remaining three positions on the basis of the applications.

5. BY-ELECTIONS

- 5.1. By-elections may be held in order to fill a vacancy in an elected office due to a reason other than the expiration of the term of office of the official in question.
- 5.2. A by-election need not be held to fill a vacancy if a position becomes vacant within the last eight weeks of the term of office of the elected official.
- 5.3. By-elections will be conducted in the same manner as regular elections, and shall follow the same set of rules.

6. ELIGIBILITY TO RUN FOR OFFICE

- 6.1. All candidates must be Full Members of the MES as detailed in the Constitution and must intend to remain members for the duration of their term.
- 6.2. Candidates for President and Culture Coordinator must be registered in Level III or higher at the time of election.
- 6.3. Candidates for Vice President Internal, Vice President Education, Vice President Social, Vice President External, and Vice President Finance must be enrolled in Level II or higher at the time of election.
- 6.4. CRO candidates must have held at least one voting position on the MES Council.
- 6.5. Candidates for First Year Representative must be registered in Level I at the time of the election.
- 6.6. All candidates must follow the rules set down in this by-law or in any other duly enacted document and any rulings issued by the Elections Committee.
- 6.7. Eligibility exceptions can be made at the discretion of the Elections Committee.

7. ELECTION DATES

7.1. Election Dates

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

- a) The nomination period for all MES elections shall extend over at least five full weekdays during which classes are held. Duly completed nomination forms shall be accepted by the Chief Returning Officer only during this period.
- b) The campaign period for the Presidential and General Elections shall span a period of no less than 5 full weekdays during which classes are held.
- c) At least 2 full days of classes shall elapse between the close of nominations period and the commencement of campaigning period.
- d) The Level I Election campaign period shall span a minimum of 4 full weekdays during which classes are held. The weekends enclosed by the campaign commencement and termination dates will be considered open for campaigning.
- e) All casting of ballots for all MES elections shall be conducted on the first weekday following the campaign period during which classes are held. The members of the appropriate constituencies shall have an opportunity to cast ballots over a period of no less than five consecutive hours on the election day.
- f) Election dates are at the discretion of the Elections Committee.

8. TERM OF OFFICE

- 8.1. The term of office for all council members, with the exception of the First Year Representatives, shall commence the day of the General Meeting, to be held in March of the year of election, upon ratification and terminate the day of the General Meeting to be held in March of the following year, upon ratification of incoming council.
- 8.2. The term of office of the First Year Representatives shall commence on the day following their election and terminate on the last day of class of that academic year.
- 8.3. A Council member cannot hold two or more voting positions simultaneously. Should this occur, the Council member in question must resign from one of the positions.

9. NOMINATIONS

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- 9.1 All eligible members (see 'Elections', Section B.6) wishing to run for any Council position open for election shall present an appropriate nomination form (see Appendix G) signed by a minimum of 20 members of the constituency in question to the CRO during the nomination period.
 - 9.2 A Level I student running for the position of a Department Representative may have his/her nomination form signed by members of that.
 - 9.3 If, at the conclusion of the nomination period there are no nominations, the CRO will make arrangements for by-elections to fill the vacancy.

10. CAMPAIGN

- 10.1. All candidates must conduct their campaign according to the Campaign Rules as determined and set out by the Elections Committee. Any violation of these rules will be reviewed by the Elections Committee and subject to its ruling, which may include disqualification.
- 10.2. Campaigning shall be defined as, but not limited to:
 - a) Distribution of campaign materials
 - b) Speaking to classes, residences, student groups, or individuals for the purpose of presenting a platform as a candidate for a position
 - c) Sharing of website links or social media pages that are relevant to campaigns
- 10.3. All campaigning should be in good taste (no promoting violence, substance abuse or discrimination) and fairly conducted with courtesy to other candidates. No slander or libel will be tolerated.
- 10.4. Candidates are not to campaign on the day(s) of voting nor loiter in the polling area.
- 10.5. No campaigning of any kind is to occur on the polling days. All campaign material must be removed by the candidate and their campaign team before the polling days. This includes, but is not limited to:
 - a) Campaign posters
 - b) Any social media pages/events, and any posts, photos or documents on these sites that are relevant to campaigning
 - c) Personal campaign websites
- 10.6. Candidates choosing to recruit a campaign team must submit names and emails of all members to the Elections Committee. Campaign team members are the

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- responsibility of the candidate, and must follow all election rules & procedures. At the discretion of the Elections Committee, MES members that are actively campaigning for a specific candidate will be added to that candidate's team.
- 10.7. All posters must be approved by the McMaster Students Union (MSU) and stamped. The content of the campaign posters should follow their guidelines. All campaign material must include the date and location of polling to promote the election and increase voter turnout.
 - 10.8. When candidates are campaigning in lectures they should consult the professor prior to the class and must get permission to do the campaign presentation.
 - 10.9. Only masking tape, regular staples and tacks are used to put up posters on appropriate boards. Duct tape, packing tape, glue, staple guns, etc. are prohibited.
 - 10.10. Presidential candidates must submit a statement no longer than 500 words to the CRO by the end of the first day of the campaign period. These statements will be posted on the MES website and in the EngTimes and MESlink.
 - 10.11. Candidates in General and By-Elections must submit a statement no longer than 250 words to the CRO by the end of the first day of the campaign period. These statements will be posted on the MES website and in the MESlink.

11. ELECTIONS COMMITTEE

- 11.1. The Elections Committee shall consist of the Chief Returning Officer, the Vice President Internal and a graduating Department Representative if possible. If any member of the Committee is seeking office in a Society election or demonstrates an obvious bias to any one candidate, the Executive shall appoint an unbiased Council member whom is not seeking election to replace him/her for the election period.
- 11.2. The Elections Committee shall meet prior to the first of December of each year to set the dates for all the Society elections of the following year. These dates are to be advertised to all MES members immediately following the decision.
- 11.3. For all Society elections, the Elections Committee shall:
 - a) Post notices of nomination, campaign, and election dates two weeks prior to the nomination period.
 - b) Post a list of all available positions to be filled and a summary of their duties prior to the nomination period.

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- c) Post all election notices on official MES bulletin boards and in the EngTimes.
 - d) Review and update the Campaign Rules and distribute copies of the Election By-law to candidates during their respective nomination periods.
 - e) Pass judgment as to the eligibility of all the candidates based on 'Elections', Section B.6, and ensure that correct nomination procedures have been followed.
 - f) Approve all campaign materials in accordance with MSU regulations.
 - g) Not engage in the campaign of any candidate(s).
 - h) Be responsible for appointing neutral poll clerks.
 - i) Be responsible for drawing up the official ballot for all Society elections.
 - j) Ensure that all election posters in the vicinity of the polls be removed prior to the day(s) of the voting.
 - k) Be responsible for running the election in accordance with 'Elections', Section B.12.
 - l) Conduct a recount if a candidate requests so within 12 hours of the announcement of the election results.
 - m) Conduct a recount automatically if there is a difference between candidates' counts of less than 5% of the total number of ballots cast for that position.
 - n) Post the names of all successful candidates as soon as they are known except presidential candidates which will be announced at Fireball.
 - o) Take any corrective or disciplinary actions necessary with regard to electoral rule violations of any type as outlined in this or any other duly enacted document with the provision that the Executive, excepting any members thereof directly affected by the matter in question, shall act as the final arbitrator in all disputes.
 - p) Prepare and submit to the Council a post election report detailing the precise results of the election and the nature of and actions taken in regard to any protests, disputes, and/or rule contraventions during the course of the election.

12. ELECTION PROCEDURES

- 12.1. Polling station(s) shall be situated in the lobby of the J.H.E. Building for all elections.
- 12.2. Poll clerks will sign a contract indicating that they:
 - a) Have read and understood all voting procedures, rules, and requirements for the elections and are fully aware of their duties as an MES election official.
 - b) Will abide by the rules set forth by the Elections Committee.

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- c) Are not biased and will not let their personal preference affect their duties in any way.
 - d) Will not in any way influence any voter in his or her decision.
 - e) Will fully document and report any infractions of the elections rules or negligence in voting procedures to a member of the Elections Committee.

12.3. Voting for all MES elections shall be carried out by secret ballot.

12.4. Voting Procedure

- a) Upon voting a McMaster University photo I.D. card shall be presented to one poll clerk. He/she shall mark off the voter's name on the current official master-list of McMaster Engineering Undergraduate students. If the name does not appear on the list the person in question shall be ineligible to vote. If more than one polling station is used, the I.D. cards shall be marked in such a way that the voter may not vote again.
- b) The other poll clerk shall then initial the back of the ballot before giving the voter the ballot.
- c) After voting, the ballot shall be returned to the original poll clerk and he/she shall initial the back of the ballot, fold the ballot and deposit it in the ballot box.
- d) If a voter realizes that his/her ballot is invalid before it is deposited in the ballot box he/she may state so and request a new ballot. The poll clerks shall then issue a new ballot following the above procedure. The original ballot shall be marked invalid across the back of the ballot accompanied by both of the poll clerks' initials and deposited in the ballot box. No ballots shall be destroyed.

12.5. Ballots will be invalid (spoiled) if:

- a) More than one candidate is indicated for a single position. Only the part of the ballot affected will be declared invalid.
- b) If the initials of both poll clerks do not appear on the ballot.
- c) If a ballot is ripped such that any candidate's name does not appear beside the box. Only the part of the ballot affected shall be declared invalid.
- d) If "invalid" is written across the back of the ballot by the poll clerk and accompanied by both of the poll clerks' initials.

12.6. All ballots, both valid and invalid, must be deposited into the ballot box.

12.7. An election shall be declared invalid if:

- a) Any ballots are destroyed before winners have been ratified into their positions.

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- b) Any poll clerk influences the voter, at the discretion of the Elections Committee.
 - c) Any candidate or scrutinizor personally campaigns on the election day, at the discretion of the Elections Committee.
 - d) A ballot box is opened before the polls officially close.
 - e) The Elections Committee rules that the number and seriousness of election by-law and procedures infractions that may have affected the election results warrants invalidation of the election.
- 12.8. Each candidate is entitled to have one scrutinizor who is not a candidate present at the counting of the ballots. If a candidate wishes to have a scrutinizor, the candidate must submit the scrutinizor's contact information to the CRO by the due date for nomination forms.
- 12.9. The candidate receiving the greatest number of valid votes for a given position shall be declared elected to that position, subject to ratification.
- 12.10. All elections of the Society shall be subject to the ratification of Council in order for the results of said election to take effect. Members of Council directly affected by the outcome of the elections shall not be entitled to address the Council or participate in any discussion of the Council relating to said ratification.
- 12.11. In the case of a tie vote, the CRO shall schedule an additional voting day on the next weekday on which classes are held. Voting will be extended only to those eligible MES members who have not already voted for the position in which there is a tie.
- 12.12. In the event that a member of the MES will not be able to vote on the day of a posted election, they may vote in advance.
- a) An advance vote must be made in the presence of the CRO and an Elections Committee member.
 - b) After the vote is completed, the CRO and Elections Committee member will both initial it and place it in the advance poll envelope.
 - c) It is the responsibility of the voter to make proper arrangements for the above.

C. GROUPS, CLUBS AND AFFILIATES

In order for a group, club, or affiliate to receive MES recognition they shall present at a council meeting with a motion for approval. Upon approval of the motion the group/club/affiliate will be eligible to receive the funding and support outlined below.

1. DEPARTMENT AND PROGRAM CLUBS

1.1. A department/program club shall be a fully recognized organization of MES members within a specific engineering department, program or in Level I.

1.2. The MES recognizes the following clubs:

- a) Bachelor of Technology Association
- b) Bioengineering at McMaster Society
- c) Chemical Engineering Club
- d) Civil Engineering Club
- e) Electrical and Computer Engineering Club
- f) Engineering Physics Society
- g) Materials Science and Engineering Club
- h) McMaster Society of Mechanical Engineering
- i) Software Engineering Club
- j) Engineering & Society Students' Association
- k) Engineering and Management Club
- l) First Year Club
- m) Mechatronics Club

1.3. Each club will receive funding from the MES as set out in the Clubs Funding Policy (see 'Financial Policies', Section J.2.2).

1.4. All clubs shall report to the MES as outlined in the Clubs Funding Policy (see 'Financial Policies', Section J.2.2).

1.5. All club Presidents will be members of the Club Leaders Committee (see 'Committees', Section H.3.4).

1.6. All new clubs must put forth a motion for recognition by the MES at a General Meeting.

2. GROUPS

2.1. A group shall be an organization composed of at least 75% MES members.

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- 2.2. A group may receive funding from the MES by following the procedures set out in 'Financial Policies', Section J.2.1.
- 2.3 The Groups that are officially recognized by the MES are:
- a) Engineers Without Borders
 - b) Women in Engineering
 - c) MecVT
 - d) Hockey Team
 - e) McMaster Engineering Musical
 - f) McMaster Engineering Rugby
- 2.4 All new groups must put forth a motion for recognition by the MES at a General Meeting.

3. TEAMS

- 3.1 A team shall be a non-sporting organization composed of at least 75% MES members which competes at external events as representatives of McMaster.
- 3.2 Teams that are officially recognized by the MES are:
- a) McMaster Racing Club
 - b) McMaster Engineering Concrete Toboggan Team
 - c) Solar Car Team
 - d) McMaster Baja Racing
- 3.3 Team projects should involve the application of engineering design concepts.
- 3.4 All new teams must put forth a motion for recognition by the MES at a General Meeting.

4. AFFILIATES

- 4.1 An affiliate shall be an organization composed of at least 75% MES members.
- 4.2 An affiliate is a collection of people who wish to be recognized by the MES and do not require funding.
- 4.3 Affiliates that are officially recognized by the MES are:
- a) Engineering World Health
- 4.4 All new affiliates must put forth a motion for recognition by the MES at a General Meeting.

D. INTER/INTRA UNIVERSITY LIAISON

1. HOSTED CONFERENCES AND COMPETITIONS

1.1. General

- a) The McMaster Engineering Society may submit a bid to host any ESSCO/CFES-related conferences or competitions at least a year in advance (two years for OEC, CEC and CFES Congress).
- b) It is the responsibility of the co-chairs to ensure that an organizing committee is formed and active. The number of members on the committee as well as its structure is up to the discretion of the co-chairs.

2. EXTERNAL CONFERENCES AND COMPETITIONS

2.1 Open conferences are conferences that any general member of the MES is encouraged to apply for. Delegates will be selected by the Delegate Selection Committee (see Section H.3.5). The following are annual open conferences officially recognized by the MES:

- a) Professional Engineers Ontario Student Conference (PEO-SC)
- b) National Conference on Women In Engineering (NCWIE)
- c) Canadian Federation of Engineering Students Congress (CFES Congress)
- d) First Year Integration Conference (FYIC)
- e) Engineering Student Societies' Council of Ontario Annual General Meeting (ESSCO AGM)

2.2 Closed conferences are conferences that are restricted to the President and/or Vice President External and/or another council member at the discretion of the Delegate Selection Committee (see Section H.3.5). The following are annual closed conferences officially recognized by the MES:

- a) Engineering Student Societies' Council of Ontario President's Meeting (ESSCO PM)
- b) Canadian Federation of Engineering Students President's Meeting (CFES PM)

2.3 Competitions are conferences that are attended by invitees only. Invitations are offered based on performance at other competitions. The following annual competitions are officially recognized by the MES:

- a) Ontario Engineering Competition (OEC)
- b) Canadian Engineering Competition (CEC)

3. DELEGATE REQUIREMENTS

3.1 Delegate Selection for Open Conferences

- a) The Vice President External shall act as head delegate to all open conferences recognized by the MES. In the event that s/he cannot attend, the Delegate Selection Committee (see Section H.3.5) will choose a replacement from the pool of interested applicants – priority shall be considered in the following decreasing order (with conference experience being taken into account): Executive members, Council members, general members.
- b) The remainder of the delegation is to be chosen by the Delegate Selection Committee from the pool of interested applicants.
- c) All students interested in becoming a delegate for MES sponsored conferences must submit an application that meets the requirements set out by the Vice President External, stating why they would like to attend and what they will be able to contribute to the conference, by the due date to the mailbox of the Vice President External. In addition, all delegates must submit a signed Delegate Code of Conduct with their application (see Appendix K).
- d) The content of the application letter is to be serious and to outline the reasons why the applicant should attend the conference on behalf of the McMaster Engineering Society.
- e) Delegates are to be selected according to the following criteria:
 - i) Past, present and intended future involvement with the MES and the host organization (i.e. ESSCO or CFES).
 - ii) Willingness to help organize and fundraise for the trip to the conference.
 - iii) Enthusiasm.
 - iv) Ability to represent McMaster as a mature and responsible student.
 - v) Involvement in extra-curricular engineering-related activities.
- f) The Delegate Selection Committee shall decide on an appropriate amount of delegates to send to each conference and is to choose a delegation representative of the engineering student body (i.e. year, department, Council members).
- g) Conferences or competitions are to be announced in the EngTimes at least a week before the deadline for the application letter. The Vice President External should notify the EngTimes Editor of the conference delegate call and deadline at least two weeks before the due date.

3.2 Delegate Responsibilities

- a) The delegates are responsible for all remaining delegate fees, accommodation and/or or transportation costs not funded by the MES or through fundraising, and any other costs associated with attending the conference/competition.

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- b) The head delegate will hold a meeting with all the delegates and the Vice President External prior to the conference to update the delegates on the current MES activities, traditions, services offered by the MES, and any other important information pertaining to the conference (e.g. minutes from past meetings, policy manuals/constitutions of the host organization, schedule of events, travel arrangements etc.).
 - c) The delegates are to all attend different workshops at the conferences and take notes at each of the sessions, at the direction of the head delegate. These notes will be forwarded to the head delegate to be compiled in the conference report.
 - d) Additionally, the head delegate is responsible for the following duties:
 - i) Determining travel arrangements to and from the conference
 - ii) Collecting the remaining delegate and transportation fees
 - iii) Holding a meeting prior to the conference for all delegates and the Vice President External
 - iv) Bringing MES swag to the conference for trading with other schools if deemed necessary
 - v) Selecting delegates to attend each of the sessions put on at the conference and choosing who will be responsible for note-taking at each session
 - vi) Acquiring receipts/invoices for all delegate, transportation, and accommodation fees
 - vii) Submitting a written report on the conference that was attended to the Council within one month of the end of the conference

4. CONFERENCES AND COMPETITIONS FUNDING

4.1 Open Conferences

- a) The MES will fund 100% of the delegate, transportation, and accommodation fees for the head delegate to attend any open conference recognized by the MES.
- b) The MES will fund 50% of the delegate, transportation, and accommodation fees for all other delegates to attend any open conference recognized by the MES.

4.2 Closed Conferences

- a) The MES will fund 100% of the delegate, transportation, and accommodation fees for up to two delegates (ideally the President and Vice President External) to attend ESSCO PM, and for one delegate to attend CFES PM (ideally the Vice President External or President in his/her absence).
- b) The MES will fund 50% of the delegate, transportation, and accommodation fees for all other delegates to attend the above two closed conferences.

4.3 Competitions

- a) The MES will fund 100% of the registration fees for MEC winners to attend OEC and for OEC winners to attend CEC.
- b) Delegates are still eligible to apply for MES funding to partially cover transportation and/or accommodation costs, if not included in registration fees.

4.4 Other Conferences or Events

- a) Conferences/events that are not listed in the Policy Manual are eligible for MES funding. To be funded for such an event, the candidate(s) must fulfill the requirements outlined in the appropriate MES Sponsorship Checklist. The MES Council will evaluate the final amount of funding after a presentation by the members attending the conference. The following criteria should be used for the evaluation:
 - i) Delegate/Entrance fees
 - ii) Location of the conference/competition
 - iii) Number of McMaster Engineering representatives to attend
 - iv) Length and reputation of the conference/competition
 - v) The degree of effort put into fundraising by the delegates
 - vi) Benefits for the McMaster Engineering Society
- b) MES funding (while not preferred) can be given post-event on the condition that the MES Executive has been made aware of the event and that MES representatives are attending it. The amount given will still be determined by the above criteria.

E. SERVICES

1. PUBLICATIONS

1.1. Approval

All material published in the Plumline, Frequency, Yearbook and Engineering Handbook must first get unanimous approval from the Editorial Review Committee (see 'Committees', Section H.3.6).

1.2. Purpose

The purpose of a 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.

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- 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 Plumblin 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) A written letter should be addressed to the MES Executive Secretary, and should outline the specific concerns and problems.
 - ii) All valid complaints will receive a written 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 Editor(s).
 - ii) Issue distribution should be scheduled at least twice a semester, pending time and budget constraints.

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- iii) The Editor(s) and the Director of Productions should decide on the number of papers printed.
 - iv) The paper should be distributed through the BLUE Lounge.
 - v) A Plumblines printing contract is currently held with the MSU Underground in the Student Center. This contract may be changed or discontinued if the need arises.
 - vi) The entire contents of each Plumblines must be reviewed by the Editorial Review Committee to ensure the contents strictly fall within the guidelines of the Editorial Policy (see 'Committees', Section H.3.6, and see 'Services', Section E.1.3).
 - vii) The Plumblines must be given to Editorial Review Committee one week prior to being sent to print. The Plumblines can only be sent for print once the editors 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 Editor must obtain the written permission of the student(s).

1.5. Frequency

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) Printing and Distribution
 - i) Frequency is published quarterly (twice a semester) of the academic year.
 - ii) The number of copies printed is left at the discretion of the Editor(s) and the Director of Productions.
 - iii) Distribution should occur via Department, Program and First Year Representatives.
 - iv) An additional supply of Frequency should be placed in the BLUE Lounge, Engineering Alumni Office, Associate Dean's Office, and outside of Engineering Co-op and Career Services.
 - v) A logo or some sort of recognition for the sponsor should be negotiated at the beginning of the term if sponsors for the publication become available.

1.6. Yearbook

The Yearbook is created every year under the direction of the Yearbook Editor.

- a) Printing and Distribution
 - i) The Editor may form a committee to help with photography, layouts, and editing (see 'Committees', Section H.3.18).
 - ii) The Editor is responsible for working with the Vice President Finance to negotiate a contract for the year by the first week of September.
 - iii) Arrangements must be made upfront to have the yearbook completed (with the exception of Kipling photos) by the end of April so that the book may be issued to all graduates at Convocation.
 - iv) One copy per graduate is to be printed plus 25 extra copies for contingencies.
- b) Format
 - i) The yearbook shall include the following components:
 - Cover (designed by editor and committee)
 - Special events (Frosh Week, Kipling, Fireball, etc.)
 - Messages from MES President, Yearbook Editor, Department Chairs and Dean of Engineering
 - Graduate photos
 - Class photos
 - Club Council photos
 - Advertisements
 - ii) All components of the book are to be created by the Editor and Yearbook Committee (see 'Committees', Section H.3.18) with the exception of advertisements. Advertising is handled through an external advertising agency, to be negotiated by the Vice President Finance.

1.7. 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 shall ensure that the Handbook is ready for distribution during Welcome Week.
 - ii) The Handbook Editor and the Director of Productions 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.
 - iv) The Handbook should include the following components:

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- Front and back laminated covers, illustrated in colour
 - MES Council email and position list
 - MES Executive introductions
 - Class schedule for each term
 - Monthly calendars
 - Daily planners with MES events printed on appropriate dates
 - List and description of MES committees and sign up procedures
 - Page for contact listings
 - Jokes, poems, drawings, engineering traditions
 - On and off-campus advertisements
 - Coupons
 - Annual MES award information
 - Introduction to the MES

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 Information and Technology Coordinator is responsible for creating and maintaining the website.
- b) Language should be clean unless found in the ‘Culture’ section and the Plumblines (see Section E.1.3 “Editorial Policy”).
- c) There shall be no pictures of substance consumption/abuse or people committing inappropriate acts, unless included in a way that does not grant public access to the pictures.
- d) Images that could be used for blackmail purposes will not be posted.
- e) If requested by any party, specified images must be removed promptly and without question.
- f) The website should have an up to date repository of all MES documents (Constitution, Policy Manual, meeting minutes, Plumblines, Frequency, Reports, etc.) and event news.
- g) The Information and Technology Coordinator is not responsible for finding content to post on the site. He/she will post what he/she is asked to at his/her discretion, and what he/she finds relevant.
- h) The Information and Technology Coordinator is not responsible for the grammar or content of any documents/text he/she posts on behalf of another, unless asked to type it in his/her own words.

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- i) By no means will the password to the MES server, mailing list, or any other passwords relevant to the Information and Technology Coordinator position be given to anybody aside from the President.
 - j) The MES server password shall be changed as a part of the transition process.

3. MESLINK

The MESlink 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 Communications Coordinator is responsible for creating and maintaining the mail list.
- b) The Vice President Internal is responsible for compiling a weekly newsletter of MES activities and related information to be sent out to the list.
- c) Archives of past MESlink weekly newsletters are available via the MESlink web interface.
- d) Only the Vice President Internal and Communications Coordinator are authorized to send a message to the list.
- e) The Communications Coordinator shall moderate all traffic sent to the list.
- f) Students may opt in to be included in the list and to receive weekly newsletters. Students may opt in online using the MESlink web interface which is accessible via the MES website. A message will be sent out to all undergraduate engineering students at the beginning of the year to encourage students to opt in.
- g) Students will have the opportunity to opt in to the list by providing their information on signup sheets distributed to students by their respective Department Representative.
- h) The integrity of the MESlink 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.
- i) Students will have the option to remove themselves from the list at any given time.

4. BLUE LOUNGE

The Bob Loree Undergraduate Engineering (BLUE) Lounge is for the use of undergraduate engineering students only. It is thus our responsibility to maintain the room in an orderly way.

4.1. Facilities and Services

- a) The following shall be provided in the BLUE Lounge:
 - i) Television with cable service (see ‘Financial Policies’, Section J.6.1)
 - ii) DVD Player
 - iii) Microwave
 - iv) Refrigerator
 - v) Couches, chairs, tables
 - vi) Access to Project Magazine and Engineering Dimensions
 - vii) 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 cleanup of their own food.
 - iv) Notices of these rules and regulations should be posted in the BLUE Lounge.
- c) All facilities shall be maintained and kept in working order by the BLUE Lounge Coordinator (see ‘Structure & Organization’, Section A.5.7).

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.

5.1. Drain Coordinator Responsibility

- a) The Drain Coordinator is responsible for daily operation of the Drain (see ‘Structure & Organization’, Section A.5.3 for a detailed list of responsibilities).

5.2. 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 must select students from different years if possible.
 - iii) All students selected by the Drain Coordinator must sign a contract prior to working in the Drain.
- b) Training
 - i) It is the sole responsibility of the Drain Coordinator to educate and train the volunteers. There will be an employee training session offered by the Drain Coordinator 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 his/her shift at his/her scheduled time. If any volunteer cannot appear during their time the volunteer must give at least 24 hours notice to the Drain Coordinator outlining the reason he or she cannot make it. If there is no reason given, the volunteer is given a warning. If this occurs more than two times the volunteer will be removed from the staff.

5.3. Theft Policy

In regards to 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 is responsible for finding the person or persons involved in the theft. If the guilty party is not found the Drain Coordinator must refer to the inventory check sheet.
- c) The Drain Coordinator must report any thefts directly to the Vice President Finance.
- d) To reduce the amount of theft that can occur, only \$50 is allowed to remain in the drain overnight. The Drain Coordinator is responsible to coordinate with the Vice President Finance to put any additional money in the safe.

5.4. 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 and Vice President Finance how much to mark up (or discount) each item.

5.5. Donations

- a) When asked for a donation for a conference or event, the Drain Coordinator is 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 Donated Merchandise Request Form', Appendix M) outlining the reason why a donation should be given.
- b) It is at the discretion of the Vice President Finance whether or not to issue a discount or donation valued over \$20.

5.6. Advertising Policy

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

5.7 Keys

Only the following people will have keys to the Drain:

- a) President
- b) Vice President Finance
- c) Vice President Social
- d) Drain Coordinator
- e) The Co-Orientation Coordinators

6. MES PRODUCTIONS OFFICE

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

- a) All MES Executive members
- b) Director of Public Relations
- c) Director of Advertising
- d) Frequency Editor
- e) Plumblin Editor
- f) Yearbook Editor
- g) Handbook Editor
- h) Communications Coordinator
- i) Director of Productions
- j) Drain Coordinator
- k) The Co-Orientation Coordinators

6.2. It is secured with a key lock for which only the above Council members will be given a set of keys.

6.3. MES members will return keys one week after their respective end of term of service. The Co-Orientation Coordinators shall return their set of keys by the Friday following Welcome Week.

6.4. Under special circumstances, other Council members who request use of the office for Council activities may also be issued provisional access by one of the members listed in E.6.1.

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- 6.5. Any MES members currently serving on the Executives of ESSCO or CFES may be given limited access for ESSCO/CFES business only.
 - 6.6. Friends or acquaintances of office users are not permitted, under any circumstances, in the office without verbal permission of an Executive member.
 - 6.7. A contract must be signed by all office users to ensure that the rules stated above are followed (see 'MES Productions Office Contract', Appendix E).
 - 6.8. Each user of the office is responsible for cleaning up his/her mess after each use. This includes disposing of scrap paper and food, recycling appropriate materials, wiping off desks, and the productions computer, and securely locking the door.
 - 6.9. At the beginning of the school year, at the end of each semester, and at the end of his/her term of office, the Secretary 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.
 - 6.10. Office Equipment
 - a) The office contains two computers, printer, telephone, 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 Communications Coordinator is responsible for the installation and maintenance of office equipment.
 - c) Only the Communications Coordinator is authorized to install software on the computer.
 - d) Any MES activities take priority over the use of the computer for personal business.
 - e) The telephone is equipped with a Toronto 'Free Line'. The phone, whether for local or long-distance calling, may only be used for MES-related calls.
 - f) Stationary is purchased as needed by the Secretary 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 and shall be administered by the Trailer Maintenance Coordinator. No modifications (including applying decals to the exterior) shall be made to the Trailer without prior consent from the Trailer Maintenance Coordinator and the Executive.

7.1. Bookings

- a) All bookings must be made at least one week in advance.
- b) The Trailer Maintenance Coordinator will organize bookings.
- c) One person in the group booking the Trailer must sign a contract of liability.
- d) The group booking the trailer must provide information about the driver, vehicle that will be towing the trailer, and proof of insurance for towing a trailer.
- e) The group booking the Trailer is responsible for cleaning up any mess left in the Trailer. Failure to do so may result in a \$50 fine, at the discretion of the Trailer Maintenance Coordinator and the Executive.
- f) Any articles left in the Trailer become property of the MES if they are not claimed within one week of the Trailer being returned.

7.2. Keys

- a) There shall be three sets of keys to the Trailer, one of which will be held by the Vice President Finance and the other two will be held by the Trailer Maintenance Coordinator.
- b) Keys can be picked up by the group who has the trailer booked no more than two days before their scheduled booking period.
- c) All keys to the Trailer must be returned to the Trailer Maintenance Coordinator within two days after the scheduled booking period has ended.
- d) No additional copies of the Trailer keys may be made, except by the Trailer Maintenance Coordinator with written permission from the Executive. If illegal copies are found, the offending party will be subject to loss of privileges or other punishment as recommended by the Executive.

7.3. Use of Trailer

All borrowers of the Trailer must comply with the MES Trailer Usage Guidelines and sign the MES Trailer Use Contract (see Appendix L).

7.4. Damage

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

The MES Wireless Presenter is property of the MES. It is available for use by any recognized MES group or student and shall be administered by the Vice President Finance. All requests for its use should be directed to the Vice President Finance via email and upon receipt of the Wireless Presenter the individual taking responsibility must sign a usage agreement (see APPENDIX N – McMaster Engineering Society Wireless Presenter Policy).

9. MES VIDEO CAMERA

The MES Digital Video Camera is the property of the MES. It is available for use by any recognized MES group or student and shall be administered by the Vice President Finance. All requests for its use should be directed to the Vice President Finance via email and upon receipt of the Video Camera the individual taking responsibility must sign a usage agreement (see 'MES Digital Video Camera Policy', Appendix P) as well as put down a deposit amounting to \$100. Once the Video Camera has been returned, the Vice President Finance will perform a thorough inspection of the camera and all its contents before returning the deposit.

10. PHOTOCOPIER

The MES photocopier is the property of the MES. It is available for use by any recognized MES groups or students and shall be administered by the VP Finance. The key needed for use of the photocopier will be stored in the drain and given to students after they pay the specified fees. It is expected that the students will treat the photocopier with respect and inform the drain staff of any problems associated with the use of the photocopier. The mes will provide ink and paper for students use.

11. STORAGE ROOM

Only the President, Vice President Finance, and one of the Co-Orientation Coordinators shall have access to the basement storage room. The Co-Orientation Coordinator shall return this key by the Friday following Welcome Week.

F. Awards, Funds, and Donations

1. AWARDS

1.1. General Policies

- a) All annual awards must be listed in the Engineering Handbook along with a description.
- b) General Nomination Procedures:
 - i) Notice of all nomination periods and procedures must be clearly posted and published in the EngTimes.
 - ii) All nomination forms must include the name of and contact information for 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 recipients of MES awards in accordance with the criteria of each award (see 'Committees', Section H.3.3). Include policy manual update
- d) New awards (1 year only):
 - i) The Executive may approve awards distributing \$300 or less.
 - ii) Council may approve awards distributing between \$300 and \$1,000.
 - iii) Awards distributing more than \$1,000 must be passed at a General Meeting.
- e) New awards (annual):
 - 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 award.
 - iii) New awards to be funded by the MES must be passed by a majority vote at a Council meeting unless the amount to be awarded is in excess of \$1,000.
 - iv) The MES Council must approve awards funded by an external source.

1.2. MES Awards

- a) Council Appreciation Awards

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- i) Up to three Council awards will be given out each year at the Fireball for exceptional work on the MES Council.
 - ii) Recipients must be a member of the Council, and may be either appointed or elected.
 - iii) MES Executive members are ineligible for these Council awards.
 - iv) The Executive will choose the recipients.
 - b) 'Image of An Engineer' Awards
 - i) Up to three 'Image' awards will be given out each year at the Fireball.
 - ii) The 'Image' award is given to a graduating undergraduate engineering student who contributes to improving the image of an engineer through extracurricular, leadership, and/or community activities.
 - iii) Nomination forms should follow the template in Appendix F.
 - c) Faculty Appreciation Award
 - i) Up to two awards will be given out each year at the Fireball.
 - ii) The Faculty Appreciation Award is given to a faculty or staff member within Engineering to recognize a significant contribution outside of the classroom to undergraduate Engineering students at McMaster University.
 - iii) Nomination form is Appendix X.
 - d) President's Award
 - i) Up to two awards will be given out each year at the Fireball.
 - ii) The President's Award is given to up to two MES members for exceptional contributions to the Society.
 - iii) The award recipients will be selected by the President.

2. FUNDS

2.1. The McMaster Laboratory Advancement Benefaction Endowment Fund (macLAB)

- a) The administration of the Engineering Endowment Fund is the responsibility of the macLAB Board of Directors.
- b) The Board of Directors will administer the fund in accordance with macLAB By-laws.
- c) The President, Vice President Finance, and the Vice President Education of the MES shall sit on the Board of Directors.
- d) The Board of Directors will administer an opt-out opportunity for all undergraduate engineering students by the end of December each year, and in accordance with macLAB By-Laws.

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- e) The macLAB By-Laws may be changed and updated in the Policy Manual without approval from the MES Council.
 - f) Refer to the macLAB By-Laws in Appendix O for more information.

3. DONATIONS

- 3.1. All donations made by the MES shall fall under normal financial policies for release of funds, based on dollar amount, except in the case where the money is raised by fundraising techniques.
- 3.2. Proof of donation must be provided to the Vice President Finance & Administration for records.
- 3.3. All donations made by the MES must be reported in Frequencythe EngTimes.
- 3.4. All traditional donations will be recorded within the Policy Manual. Records must include the following:
 - a) The name of the organization
 - b) A brief description of the event
 - c) An average amount of the donation

G. MEETINGS

1. GENERAL MEETINGS

- 1.1. There shall be at least one General Meeting per term.
- 1.2. Quorum at General Meetings shall be 3% of the total membership of the MES.
- 1.3. Quorum for each Department/Program Club is ten persons per club. No one person can count towards the quorum of more than one Club.
- 1.4. The CRO will chair the General Meetings.
- 1.5. Proxy voting will not be accepted at any General Meeting.
- 1.6. Motions for the General Meeting are due one week prior to the meeting to allow for adequate advertising and review.
- 1.7. Meeting Agenda is to be posted at least 24 hours in advance of meeting.

2. MES COUNCIL MEETINGS

- 2.1. MES Council meetings shall be held once every two weeks for the entirety of both semesters.
- 2.2. Agendas shall be distributed by the Associate Vice President Administration~~Secretary~~ at the beginning of the meeting along with an attendance list.
- 2.3. The ~~Secretary~~Associate Vice President Administration must be notified of any motions and agenda items at least 24 hours before the meeting. Motions and agenda items not submitted within this time period may not be permitted at the meeting, subject to decision by the Council.
- 2.4. The ~~Secretary~~Associate Vice President Administration must forward all motions for funding to the Vice President Finance & Administration at the time of receipt in order to provide time for review.

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- 2.5. The ~~Secretary~~ Associate Vice President Administration is responsible for recording the minutes of all proceedings of the meeting. If the ~~Secretary~~ Associate Vice President Administration is unavailable for all or part of a meeting, another chosen/volunteered Council member will record minutes in the ~~Secretary's~~ Associate Vice President Administration's absence.
 - 2.6. The Chief Returning Officer chairs all Council meetings. The President will chair any meetings in his/her absence.
 - 2.7. The meetings shall be conducted in accordance with the MES version of Robert's Rules of Order (see 'MES Robert's Rules of Order', Appendix I.).
 - 2.8. In order to approve any motions, two thirds of all voting members shall be present.
 - 2.9. Any amendments made to the agenda are to be brought to the CRO's attention before the meeting begins. The CRO will announce any amendments to the agenda before beginning the meeting.
 - 2.9. The ~~Secretary~~ Associate Vice President Administration tallies and records any voting on motions. A second counter must confirm the ~~Secretary's~~ Associate Vice President Administration's count.

2.10. Attendance

- a) Attendance at Council meetings is mandatory for all elected Council members, the CRO, and the ~~EngTimes~~ Frequency Editor.
- b) Any absences must be communicated to the ~~Secretary~~ Associate Vice President Administration at least 24 hours in advance.
- c) Suitable excuses for missing meetings include:
 - i) Illness
 - ii) Classes
 - iii) Writing tests
 - iv) Other emergencies (at the discretion of the MES Executive)
- d) If a Council member misses two mandatory Council meetings in a single semester without suitable explanation, the Executive reserves the right to request the resignation of that member from his/her position on the Council and to appoint a suitable non-voting replacement.

2.11. Committee Reporting

- a) The ~~Secretary~~ Associate Vice President Administration shall set a schedule for committee reports after the first meeting of the Council in September.

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- b) This schedule is maintained throughout the school year except when special events or dates arise that warrant an extra report from a committee.
 - c) Committee Chairs are responsible for preparing committee reports detailing their recent activities, any future initiatives, and/or any problems or concerns.

2.12. Proxy Voting

- a) A voting Council member may proxy his or her vote at a Council meeting to another voting Council member or any Full Member of the MES.
- b) Notice of the proxy must be communicated to the Executive Secretary/Associate Vice President Administration no less than 24 hours before the start of the meeting in question. A request to proxy will not be accepted at the start of or during any meeting.
- c) The proxy will remain in force for the duration of the selected meeting only.
- d) Notice of the proxy must be included on the meeting agenda and announced at the beginning of the meeting.
- e) Although the person initiating the proxy can give his or her voting preference to the voter, the person receiving the proxy can vote as he or she pleases. Council members should take this into consideration when choosing a person to vote in their absence.
- f) Proxy votes will not be counted towards meeting quorum.
- g) Each person may only hold one proxy vote per meeting.

3. COMMITTEE MEETINGS

- 3.1. Committees shall be responsible for organizing and conducting regular meetings in an efficient and orderly manner (see 'Committees', section H).

4. SUPERVISORY MEETINGS

- 4.1. Supervisory meetings shall be held directly following each council meeting.
- 4.2. All Council members will meet with their respective supervisors to discuss their progress or any problems they might be having.
- 4.3. Supervisors are to make themselves and their resources available to the people they are supervising whenever possible.

H. COMMITTEES

1. GENERAL

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

1.2. Responsibilities of the Chair

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

1.3. Membership

- a) Each MES Council member shall serve on at least two active committees - either Standing or Special.
- b) The Chairs and Council membership for each Standing Committee shall be ratified, and made public, by the second MES meeting following the start of each school year.
- c) The Chair is responsible to recruit members for their committee from the general membership of the MES.

2. SPECIAL COMMITTEES

2.1. Special Committees will be established as seen fit by the Executive, for the purposes of accomplishing short-term goals of the MES.

2.2. The Executive shall appoint Chairs for Special Committees.

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- 2.3. The Executive will determine the purpose of these Committees in conjunction with the approved Chair for the Committee.
 - 2.4. The Executive will determine the duration of a Special Committee's existence in conjunction with the Chair of that Committee.

3. STANDING COMMITTEES

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

The Standing Committees of the MES shall be:

- a) Advertising Committee
- b) Awards Selection Committee
- c) Club Leaders Committee
- d) Delegate Selection Committee
- e) Editorial Review Committee
- f) Elections Committee
- g) macLAB Board of Directors
- h) First Year Club
- i) Kipling Committee
- j) McMaster Engineering Society Undergraduate Student Affairs Committee (MESUSAC)
- k) Newsletter Committee
- l) Orientation Committee
- m) Productions Committee
- n) Public Relations Committee
- o) Social Committee
- p) Sports Committee
- q) Yearbook Committee
- r) McMaster Engineering Competition Organizing Committee

3.1. Advertising Committee

- a) The Director of Advertising shall chair the Advertising Committee.
- b) The Committee is responsible for ensuring posters are made for each MES sponsored event, and placed in each Department, Program or First Year Representative's mailbox at least a week ahead of the scheduled event.

3.2. Alumni Affairs Committee

- a) The Director of Alumni Affairs shall chair the Alumni Affairs Committee.

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- b) The Committee shall keep close contact with the McMaster Engineering Alumni and Development Office and aid in the organization of any student-based events.
 - c) The Committee shall be responsible for promoting alumni participation in MES events.

3.3. Awards Selection Committee

- a) The Awards Committee is composed of the Director of Public Relations, the Vice President Internal, one Faculty member and one student who is not a MES Council member.
- b) The Director of Public Relations shall chair the committee. The Chair is responsible for finding a Faculty member and a student to sit on the Committee.
- c) The Committee is responsible for administering procedures for the following awards:
 - i) 'Image of An Engineer' Awards
 - ii) Faculty Appreciation Award
- d) The Committee will investigate and publicize other potential award programs open to undergraduate engineering students.

3.4. Club Leaders Committee

- a) The Vice President Internal shall chair the Club Leaders Committee.
- b) Members shall consist of:
 - i) Department Representatives
 - ii) Program Representatives
 - iii) First Year Representatives
 - iv) Club Presidents
 - v) Director of Sponsorship
- c) The purpose of the Club Leaders Committee is to discuss relevant issues, coordinate club funding with the help of the Director of Sponsorship, and facilitate interaction between clubs.
- d) The Committee will meet at least once per semester.

3.5. Delegate Selection Committee

- a) The Vice President External shall chair the Delegate Selection Committee.
- b) The Committee shall accept applications from McMaster undergraduate engineering students interested in becoming a delegate on behalf of the MES at conferences.
- c) The Committee shall consist of the following members:
 - i) The Vice President External
 - ii) The Chief Returning Officer
 - iii) The Director of Public Relations

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- iv) One Council member not attending the conference, selected by the Vice President External
 - d) The Committee should remain uniform unless a conflict arises from the membership indicated in Section H.3.5 c), above.
 - e) The committee shall follow the procedure outlined in section d) when selecting delegates.

3.6. Editorial Review Committee

- a) The Director of Productions shall chair the Editorial Review Committee.
- b) The committee must review and unanimously approve of all material being considered for all MES publications in accordance with the editorial policies of the MES (see ‘Services’, Section E.1.3).
- c) The Committee shall consist of the following members selected by the Chair and approved by the Executive Council:
 - i) The Editors of the Plumblin, EngTimes, Handbook, and Yearbook.
 - ii) Two members of the MES Executive; one male and one female (if Executive membership permits).
 - iii) Two members of the general MES membership; one male and one female.

3.7. Elections Committee

- a) The Chief Returning Officer shall chair the Elections Committee.
- b) The Vice President Internal and a graduating Department Representative, when possible, must sit on the Committee.
- c) This committee will fulfill responsibilities as set out in ‘Elections’ Section B.11.

3.8. macLAB Board of Directors

Please see macLAB By-Laws in Appendix O for details.

3.9. First Year Club

- a) The Vice President Internal shall chair the First Year Club.
- b) The First Year Club shall consist of the following members:
 - i) The Vice President Internal
 - ii) The Vice President Social
 - iii) The four First Year Representatives
- c) The purpose of the First Year Club is to coordinate activities and fundraising initiatives for the first year class.

3.10. Kipling Committee

- a) The Kipling Coordinator shall chair the Kipling Committee.
- b) The Vice President Social shall sit on the Committee.

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- c) The Committee is responsible for organizing the Kipling Dinner to follow the Iron Ring Ceremony.
 - d) The Committee shall establish a "Clean-up" Committee for the purpose of showing good faith to the University by helping to clean up *unapproved* Kipling 'pranks' known to occur the night before the Iron Ring Ceremony.

3.11. McMaster Engineering Society Undergraduate Student Affairs Committee (MESUSAC)

- a) The Vice President Education shall chair MESUSAC.
- b) The Committee is responsible for organizing all events or initiatives that affect or enrich engineering education at McMaster, such as Survival Series and Shaping of an Engineer.
- c) The committee shall have several sub-committees operating under it including:
 - i) Evaluation Committee
Responsible for dealing with long term issues associated with evaluations of the Faculty including:
 - Evaluation of courses
 - Evaluation of professors
 - Evaluations of teaching assistantsThis sub-committee must publicize the results of all evaluations in a responsible manner approved by the Faculty of Engineering.
 - ii) Educational Experience Committee
Responsible for improving relations with industry and increasing contact of students and industry in the following manners:
 - Internships
 - Industrial Projects
 - Events with industry representatives present
 - iii) Information and Support Committee
Responsible for:
 - Providing any information or academic support required by students
 - Aiding in the transition of first year students into departments

3.12. Newsletter Committee

- a) The EngTimes Editor shall chair the Newsletter Committee, and it shall consist of at the following members:
 - i) Director of Sport
 - ii) Executive Secretary (MES meetings)
 - iii) Vice President Social (MES events)
 - iv) Department/Program Representatives (Departmental events)
 - v) Vice President Internal (MESlink)

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- vi) Communications Coordinator (website)
 - vii) Any other undergraduate engineering students
 - b) The Newsletter Committee's purpose is to provide relevant articles for the production of the EngTimes to keep engineering students up to date and informed on MES activities.

3.16. Productions Committee

- a) The Director of Productions shall chair the Productions Committee, and it shall consist of the following members:
 - i) EngTimes Editor
 - ii) Handbook Editor
 - iii) Plumblin Editor
 - iv) Yearbook Editor
 - v) Any other undergraduate engineering students
- b) The Committee shall assist the Director of Productions with their responsibilities, including production of the Wig Wag.
- c) The Committee shall be responsible for the distribution of MES productions.

3.17. Social Committee

- a) The Vice President Social shall chair the Social Committee.
- b) The Director of Advertising, Fireball Coordinator, and Culture Coordinator shall sit on the Committee.
- c) The Committee shall be composed of a variety of engineering students from different years and disciplines.
- d) Any Committee member who volunteers as bus monitor for a particular event shall receive the opportunity to receive up to \$10 after the trip at the discretion of the Vice President Socials.
- e) The Social Committee shall be responsible for the coordination of the following specific events:
 - i) Engineering Pubs
 - ii) Engineering Road trips
 - iii) Fireball
 - iv) Academic Flush

3.18. Sports Committee

- a) The Director of Sport shall chair the Sports Committee.
- b) The Vice President Social, Department/Program Representatives and First Year Representatives shall serve on the Sports Committee at the discretion of the Director of Sport.
- c) The Committee is responsible for organizing intramural sporting activities.

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- d) The Committee shall organize any special sporting events which would be of interest to the MES such as:
 - i) Interdepartmental challenges
 - ii) Ratboy Memorial Soccer Tournament
 - iii) Dodgeball Tournament

3.19. Yearbook Committee

- a) The Yearbook Editor shall chair the Yearbook Committee.
- b) The Editor shall select candidates for the Committee, primarily to fill the following roles:
 - i) Layout
 - ii) Pictures
 - iii) Submissions
 - iv) Graduate photos
 - v) Developing a yearbook cover
- c) The Yearbook Committee is responsible for:
 - i) Designing a yearbook that reflects upon the entire realm of activities and academics available within the Faculty of Engineering at McMaster.
 - ii) Ensuring that the Yearbook is completed by the end of April so that the Yearbook may be issued to all graduates at Convocation.

3.20. McMaster Engineering Competition Organizing Committee (MEC-OC)

- a) The MEC Coordinator will select the MEC-OC.
- b) The MEC-OC is responsible for ensuring the success of MEC as a qualifying event for OEC.
- c) The MEC-OC shall consist of VP Competitions (2), VP Logistics and Treasurer, VP Communication, VP Sponsorship and Public Relations, Advertising Coordinator, Volunteer Coordinator.

3.21. Culture Committee

- a) The Culture Coordinator shall chair the Culture Committee.
- b) The Committee is responsible for assisting the Culture Coordinator in the running of Santa Hog, the Santa Claus Parade, and any other events organized by the Culture Coordinator.
- c) The Committee shall assist in the gathering and recording of information regarding tradition including but not limited to:
 - i) Songs/Cheers
 - ii) Redsuit / MES position information
 - iii) Contact information with past engineering graduates
 - iv) Stories from iii)

I. SPECIAL EVENTS

All MES events must follow the principles and procedures set out by the Environmental and Occupational Health and Safety Services.

1. WELCOME WEEK

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

1.1. Purpose

- a) Welcome Week 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 Welcome Week.
- b) Reps shall remain sober while participating in official Welcome Week activities.
- c) Reps are responsible for the safety of first year students during all Welcome Week 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 Organizing Committee. This includes violating their Welcome Week contract.

1.3. Organization

- a) See 'Structure and Organization', Section A.5.8 for responsibilities of the Co-Orientation Coordinators.
- b) The Orientation Coordinators shall select the members of the Commission, using an application process and interview if necessary.

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- c) The purpose of the Orientation Commission is to help the Orientation Coordinators with: selecting Welcome Week Representatives and organizing Welcome Week.
 - d) The Orientation Planning Commission may continue to assist the transition of first year students throughout the year.
 - e) The Orientation Coordinators and the Planning Commission are responsible for organizing all events related to Welcome Week including:
 - i) Summer communication to Reps indicating details of events, a schedule for Welcome Week and any other relevant information
 - ii) Summer mailing to first year students indicating schedule and description of Welcome Week, MES first year flyer, and other relevant information.
 - iii) All events to take place during Welcome Week.
 - f) The Commission will ensure that all activities, as well as the behaviour of the Reps, fall within the First Year Guiding Principles and the guidelines of the First Year Experience Office.
 - g) The Commission will prepare a budget for Welcome Week activities to be presented to Council.
 - h) Selection of Welcome Week Representatives:
 - i) The Commission will hold group auditions and individual interviews for all interested engineering students in late February or early March.
 - ii) Common sense and safety questions are to be asked individually of the group members at the time of their tryout. All chosen Reps must display a commitment to abiding by the rules of Welcome Week and the First Year Guiding Principles
 - i) Welcome Week Rep Suits
 - i) Welcome Week Rep suits are red coveralls, with the McMaster Engineering Fireball on the back.
 - ii) Reps must pay for their own suits.
 - iii) Decoration of the suits must be in good taste, and comply with the guidelines of the First Year Experience Office.

1.4. Events

- a) All 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 Welcome Week include:
 - i) Mathematics Aptitude Test
 - ii) Engineering Olympics
 - iii) Faculty Night
 - iv) Bus Pull
 - A double-length city bus is pulled around downtown to raise money for Cystic Fibrosis as part of Shinerama.

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- v) Campus Tour
 - vi) Trust Walk
 - vii) Graduation Ceremony
 - First years are knighted by the President with the Sword, and congratulated by the Reps.
 - Announcement of Godiva and Superfrosch.
 - viii) Welcome Week video

1.5. Miscellaneous

- a) Mac Passes
 - i) Include the year's t-shirt, an engineering mug, engineering Handbook, tickets to events and other items.

2. FIREBALL

- 2.1 Fireball is to be organized by the Fireball Coordinator 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 Vice President Social shortly after they are ratified into the position.
- 2.2 Tables will be reserved for the Faculty, upon request, at the same cost as the student tickets.
- 2.3 The outgoing President shall present the President's Sword to the incoming President at the event.
- 2.4 MES Council Appreciation Awards, Image of an Engineer Awards, President's Awards, and Faculty Appreciation Award shall be presented (see 'Awards, Funds, and Donations', Section F.1.2).

3. ENG FEST

- 3.1. Eng Fest is held during the second week of classes in September. It is the Vice President Internal's duty to organize the event.
- 3.2. The Club Presidents are to be advised to prepare for this event before the end of the winter semester preceding the Eng Fest.
- 3.3. The Director of Public Relations will organize the MES table on behalf of the MES.

4. OTHER EVENTS

4.1. Eng Pubs

- a) All tentative dates for pubs should be decided by the second week in May. These dates are to be given to Handbook Editor for inclusion in the Handbook for the following year.
- b) 'Santa Hog' and the 'Santa Hog' pub are to be held on the last Friday of first term. These events should be rescheduled if it should fall on December 6 so as to avoid conflict with the Montreal Massacre memorial ceremonies.

4.2. Road Trips

- a) Road trips should be booked at least two weeks in advance of the trip date.
- b) Buses should be booked 10 days in advance.
- c) Everyone in attendance at the road trip must sign a waiver.
- d) There should be at least two bus monitors per fifty people traveling to the event. Bus monitors must remain sober for the entirety of the trip.
- e) All events must be approved by the Environmental and Occupational Health and Safety Services.

J. FINANCIAL POLICIES

1. BUDGET

- 1.1. The MES Vice President Finance shall create a preliminary budget for the first MES Council meeting of first term, based on any figures that are known at the time along with approximations using the previous year's figures.
- 1.2. The Council will approve the budget at the first meeting; this approval authorizes the Executive to make necessary expenditures outlined in the budget without further approval.
- 1.3. The Council can amend the budget by vote during the year.
- 1.4. Expenditures not outlined in the budget must be approved according to the MES Funding Policies (see 'Financial Policies', Section J.2).
- 1.5. Decisions regarding which conferences and events will receive the portion of the budget allocated to conferences or events must be made by Council vote (or by General Meeting vote if over \$1,000; see 'Financial Policies', Section J.2.1).

2. FUNDING POLICIES

2.1. General Funding Requests

- a) All requests for funding must be approved by the appropriate level:
 - i) Greater than \$1,000: General Meeting majority vote
 - ii) \$301 to \$1,000: MES Council majority vote
 - iii) \$300 or less: MES Executive majority vote
- b) The MES Vice President Finance must receive an expense report for each approved request for funding by April 30 of the academic year in which funding is requested. All receipts must be attached to the expense report as proof of spending.
- c) All funding requirements on the appropriate Sponsorship Checklist for the specific funding level must be met by April 30 of the academic year in which funding is requested.
- d) The MES Council reserves the right to request reports of events that are funded by the MES.

2.2. Clubs Funding Policy

- a) Objectives:
 - i) A systematic method for the distribution of MES funds to all recognized department and program clubs.
 - ii) To avoid overlap with MSU funding.
 - iii) To encourage continuity for each club from year to year.
 - iv) To develop accountability to the MES for the funds awarded.
- b) Each club is required to submit two packages to the Vice President Internal of the MES each year: a Budget Proposal Package and a Final Report Package.
- c) The Budget Proposal Package will be submitted by the last Friday in September. It will include:
 - i) A budget proposal (MSU budget proposal is acceptable)
 - ii) A list and description of all proposed events for the coming year
 - iii) A statement of the club's starting balance (carry-over from the previous year)
- d) The Final Report Package will be submitted by the last Friday in March. It will contain:
 - i) A statement of the final balance
 - ii) A general description of the distribution of MES Funds
 - iii) One 'Event Summary Sheet' for each event organized during the year
 - iv) A report of future recommendations and the overall functioning of the club
- e) The Vice President Internal shall review the budget proposals presented and suggest an amount to be awarded to each club. The MES Executive will review the suggested funding for each club and decide on the final amount that each club is to receive.
- f) The budget proposals will be assessed according to the following criteria:
 - i) Starting balance
 - ii) Type and variety of activities offered
 - iii) Level of activity
 - iv) Level and Sources of Sponsorship
 - v) Level of fundraising activity
 - vi) Amount of funding requested from the MES
- g) Each club will receive a minimum of \$100 should they meet the quorum requirements at the first General Meeting of the MES. No club will receive annual funding in excess of \$600, except in the case of l) below. Half of the annual funding allotment for each club is to be dispensed at the first General Meeting, with the remainder dispensed at the second General Meeting, except in the case of i).

-
- h) Clubs not submitting a satisfactory budget to the Vice President Internal by the deadline for the fall General Meeting shall be penalized one third of their club's annual allotment.
 - i) Clubs failing to meet the quorum requirements at the first General Meeting of the MES will not receive the first half of their annual allotment; however will be eligible for the second half provided quorum is met at the second General Meeting. (Note: This is not classed as a penalty.)
 - j) Clubs failing to meet quorum requirements at the first General Meeting will still be eligible to receive funding (only up to the first half of their annual allotment) based upon individual motions presented to and voted upon by the Council.
 - k) Clubs failing to meet quorum requirements at the second General Meeting will forfeit the second half of their annual funding allotment.
 - l) Funds accumulated from the penalized clubs will be reallocated into the clubs budget whereupon it can be distributed at the second General Meeting. The distribution of the reallocated funds will be at the discretion of the MES Executive. Department representatives will be notified in a timely fashion of the amount available.
 - m) Funds will be allocated to each club via a cheque from the Vice President Finance. Department representatives will be notified when cheques are available. Failure to deposit these funds within six months of the date of writing indicated on the cheque will result in the cheque being deemed null and void by the MES, and not replaceable under any circumstances.

2.3. Conference Funding Policy

- a) Groups requesting funding in order to attend engineering conferences must:
 - i) Contact the Executive Secretary such that they will be on the agenda for an MES Council meeting prior to the conference.
 - ii) Submit a motion to be put forth at the meeting, stating the amount of funds requested and the event for which funds are being requested.
 - iii) Approach and present to the Council the purpose of attending the conference, and the benefit that will be obtained by the students.
- b) The MES will fund delegates for up to one half of their delegate fees, transportation and accommodation costs.
- c) If the group requests funding for additional fees, the Council will discuss it as a special consideration and will decide by way of formal vote.
- d) If the Council approves funding, the group must submit receipts for all expenses being covered by the MES prior to receiving reimbursement. The group must also meet all requirements detailed in the appropriate Sponsorship Checklist for the specific funding level before receiving reimbursement.

2.4. Intramural Funding Policy

- a) The MES will sponsor intramural sports teams composed of at least 75% MES members.
- b) The MES will fund the cost of registration up to \$300, not including any required deposits.
- c) To receive funding, a team must submit the following items to the Director of Sport:
 - i) A full list of team members, including programs of study and student numbers, signed by each member of the team.
 - ii) A standard expense report with a copy of the receipt as proof of registration.
- d) The Director of Sport shall review requests for funding to ensure they meet all requirements, and forward expense reports and receipts to the Vice President Finance.
- e) The Vice President Finance shall decide whether requests are acceptable and within the limits of the MES Budget.

3. ACCOUNTS AND CASH

3.1. Accounts

- a) The MES shall be the owner of at least:
 - i) One account at an outside chartered bank or trust company (currently CIBC).
 - ii) One McMaster University account.
- b) The chartered bank account shall be used for the majority of daily operations such as deposits, withdrawals, purchases and payment of bills.
- c) The University account is used strictly for on-campus functions (equipment rental, photocopy charges/income, on-campus charges).
- d) All cheques shall be made out to “McMaster Engineering Society”; this includes purchases made at the Drain, purchases of Fireball tickets, Kipling tickets, leather jackets, corporate sponsorship and yearbook advertisement sponsorship received through an agency.
- e) The Vice President Finance will administer the chartered bank account, which shall be a corporate account requiring three authorized signing officers, with two out of the three signatures required on each cheque. The three signing officers shall be the President, Vice President Finance and Vice President Social of the MES.
- f) The Vice President Finance is responsible for administering all cheques and deposits, and must receive approval from the proper levels of Council for all payments that have not been previously granted approval by way of the budget.

3.2. Investments

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

3.3. Petty Cash

- a) Petty cash may be held by the Vice President Finance to facilitate the sale of tickets to social events.
- b) Cash will be held using the cash box (which is to be kept in a secure location), or the safe in the MES Productions Office.
- c) Petty cash in the safe should not exceed \$150.
- d) Large amounts of money that are to be deposited in the bank may be kept by the Vice President Finance in the safe for a short period of time pending the next bank deposit.
- e) The Vice President Finance should empty the safe at least weekly.
- f) The combination lock for the safe shall be changed once a year immediately after the Vice President Finance has been ratified into the position. Only the Vice President Finance and President shall know the combination.

4. STUDENT FEES

- 4.1. MES student fees are collected with tuition from each undergraduate engineering student each year by McMaster Financial Services.
- 4.2. These fees are currently \$82, of which \$45 goes towards Engineering Co-op and Career Services (ECCS).
- 4.3. All of the funds (\$82 per student) are turned over to the MES by Financial Services in October by way of a cheque. This cheque is to be deposited in the external account such that the money can be used to cover operating expenses during the school year, with the excess being invested in a low-risk venture through the bank.

-
- 4.4. The ECCS fees (\$45 per student) are paid to the Faculty in the spring (March) following notice of the fees being due.
 - 4.5. An additional \$50 voluntary contribution will be collected with Society fees from each undergraduate engineering student for macLAB (see 'Awards, Funds, and Donations', Section F.2.1).

5. ACCOUNTING

- 5.1. The Vice President Finance shall keep comprehensive records of all transactions through the MES accounts, by way of books that are to be kept in accordance with good accounting practice.
- 5.2. Records may be kept by use of personal computer accounting software, which is to be available on the MES office computer.
- 5.3. The Vice President Finance shall have the books balanced by the end of each month prepared for on demand perusal.
- 5.4. The Vice President Finance reserves the right to transfer fees to a student account should a cheque which doesn't clear (NSF) be received for an appreciable amount of money.

6. OTHER SERVICES

6.1. Cable Service

- a) Cable service for the television in the BLUE Lounge shall be sustained and paid for by the Vice President Finance.
- b) This service shall be maintained during the summer.

7. TAXATION

As a non-profit organization and due to our McMaster University affiliation we are not required to file annual income tax reports. However, we are required to track and report Goods and Services Tax (GST) to the Canada Revenue Agency (CRA).

- 7.1. GST returns shall be filed with the Canada Revenue Agency on a quarterly basis.
- 7.2. The MES pays GST to the CRA on:
 - a) Drain merchandise sales
 - b) Social events revenues

-
- c) Frosh week merchandise sales
 - d) Literature subscriptions
 - e) Advertising revenue from publications
- 7.3. The MES claims Input Tax Credits for GST on:
- a) Frosh week merchandise expenses
 - b) Drain merchandise expenses
 - c) Social events expenses
 - d) General operating expenses
- 7.4. It is the responsibility of the VP Finance to keep records of GST paid and ITC's claimed, and to file reports to the CRA on or before they are due.
- 7.5. Expenses that can be paid through the university financial system should be done so, as it decreases the amount of PST paid.

8. HONORARIA

- 8.1. The MES Executive may choose to honour Council members, Executive members or the President in any given year as they see fit, by way of awards or gifts.
- 8.2. Purchase of these gifts must have approval from the appropriate level of Council (see 'Financial Policies', Section J.2).

9. CONTRACTS AND PAID POSITIONS

- 9.1. The paid positions on the MES are the Communications Coordinator, BLUE Lounge Coordinator, Drain Coordinator and Yearbook Editor. These positions are appointed, and receive \$150 per term of work.
- 9.2. The above-mentioned positions must sign a contract agreeing on the terms of work (see 'Paid Position Contract', Appendix D.).
- 9.3. Payment is due upon satisfactory completion of the full work term. The Executive shall decide whether the position holder has fulfilled his/her duties to a satisfactory level.
- 9.4. The Executive reserves the right to terminate a contract if it deems the position holder to be in breach of his/her contract.

-
- 9.5. Any new positions that are created and deemed to be contract/paid positions must be incorporated into the Policy Manual, including a copy of the contract and the amount of pay per term.

APPENDIX B – Drain Responsibility Contract



DRAIN VOLUNTEER CONTRACT

Drain Operator Responsibilities

It is the responsibility of the Drain Coordinator to educate and train the volunteers; however volunteers should read over section E.5.2 and E.5.3 of the McMaster Engineering Society (MES) Policy Manual. The Drain Coordinator must also comply with the Drain Operator responsibilities, as listed below, when personally operating the Drain.

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 his/her shift at his/her scheduled time.
 - a. If any volunteer cannot appear during their time the volunteer must give at least 24 hours notice to the Drain Coordinator 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 will be removed from the staff.
2. The operator shall honestly record his/her hours by 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. The operator will report any known money theft to the appropriate persons, including
 - a. The Drain Coordinator, Mike Kovacs
 - b. VP Finance, Neil Van Engelen
 - c. MES President, Kyle Heywood
2. When closing the Drain, the operator should take note that there is not more than \$50 in the cashbox. Anything in excess of \$50 should be placed in an

envelope, sealed and signed on the back (With the amount and the cashbox label). This envelope should then be deposited in the safe in the MES office

- a. If an office key is unavailable in the lounge, the operator should try calling the Drain coordinator.
 - b. If the Drain coordinator cannot be reached, the operator should proceed to call someone from the MES executive, whose phone numbers will be posted in the Drain.
3. The operator will never leave the DRAIN unattended by anyone who has not signed a contract, and who is not in good standing (list will be posted in the Drain)
 4. It is the responsibility of the Drain operator to keep a record of all sales (both ticket and item) made. Record of ticket sales are to be made on the event sheet provided by the VP Social(s) and record of Drain item sales are to be made in the Drain log book provided by the Drain Coordinator

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. Closets, drawers, and shelves shall be treated with respect which includes
 - a. Keeping shirts organized to a reasonable degree
 - b. Putting merchandise into/onto the drawers/shelves properly, rather than tossing

I agree that the DRAIN rules, Mac ENG rules, and all of the above statements are fair and acceptable.

X _____
The Ever-helpful Volunteer

X _____
Witness

X _____
Drain Coordinator

APPENDIX C – Position Responsibility Contract

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 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 am to report.
- I am familiar with the positions I must supervise.
- I am familiar with the Constitution of the McMaster Engineering Society:
 - The MES' Aims and Purposes
 - My responsibilities as a Council Member
 - The powers and authority of the Council
- I will satisfy the requirements of my position to the full extent of my ability.
- I will attend biweekly Council Meetings.
- I will attend weekly Executive Meetings if I am on the Executive.
- I understand that this position demands a significant proportion of my time and I am willing and able to be available.

Signed

Date

Witness

Date

APPENDIX D - Paid 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 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 am to report.
- I am familiar with the Constitution of the McMaster Engineering Society:
 - The MES' Aims and Purposes
 - My responsibilities as a Council Member
 - The powers and authority of the Council
- I will satisfy the requirements of my position to the full extent of my ability.
- I understand that this position demands a significant proportion of my time and I am willing and able to be available.

I understand that if these criteria are not adequately met, the Executive reserves the right to withhold payment for the term in question.

Signed

Date

Witness

Date

APPENDIX E - MES Productions Office Contract

MES PRODUCTIONS OFFICE—USER’S CONTRACT

Please read the attached section of the MES Policy Manual referring to terms of use of JHE 121 B, the Productions Office. The following points reiterate the more important terms stated in the Policy Manual, as well as additional conditions to be strictly enforced this year:

- The Productions Office is to be used for MES purposes ONLY. Therefore no one should be using the telephone/computer for personal activities.
- Only people with keys to the office should be in the office (with the exception of students serving on the executives of ESSCO or CFES; see point #4 in the Policy Manual Section 4). Do not lend your key to friends, or attempt to make copies!
- Clean up after yourself! If any personal belongings are left in the office for over 48 hours, they will be disposed of.

HAVING A KEY TO THE PRODUCTIONS OFFICE IS A PRIVILEGE. IF YOU CHOOSE TO BREAK THE TERMS OF THIS CONTRACT, THIS PRIVILEGE WILL BE REVOKED.

I, _____ have read the Policy Manual section on MES Productions Office regulations, as well as the stipulations listed above, and agree to follow the user’s policy throughout my term as an MES Council member. I will not remove any materials from the office that do not belong to me, and I will use the office for Council business only.

Signature _____

Date:

PLEASE RETURN TO THE MAILBOX OF THE EXECUTIVE SECRETARY.

APPENDIX G - Elections Nomination form

We, the undersigned, wish to nominate _____
(full name)

for the position _____
(position title)

Candidate Information:

Email Address: _____ Student Number: _____

Phone Number: _____ Program and Level: _____

	Name	Signature	Student Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Note:

- Check the position eligibility and requirements before submitting this form.
- For the position of Department and Program Representatives only members of that department or program may nominate you.
- Only students currently registered in 18 units (full-time) or more can nominate you.
- If you have any questions contact the CRO.

APPENDIX I – MES Roberts Rules of Order

The following are meeting procedures that are followed in MES Council and Semi-Annual General Meetings. Robert's Rules of Order is a strict, but practical system for running meetings. Some of the simpler elements of the rules are not mentioned in this document but are still followed; likewise there are complex rules that are not observed within the MES.

TEN FUNDAMENTAL RULES OF PROCEDURE

- 1) Principles
 - the right of majority to decide
 - the right of minority to be heard
 - the right of individual members
 - the right of absentees
- 2) All Members are Equal and their Rights are Equal. These rights are:
 - to attend meetings
 - to make motions and speak in debate
 - to nominate
 - to vote
 - to hold office
- 3) The Rights of MES Supersede the Rights of Individual Members: Should a conflict arise between the rights of the MES and the rights of a member, the rights of MES prevail.
- 4) A Quorum Must be Present to do Business: A majority of members must be present in order to prevent an unrepresentative group from taking action in the name of MES. Therefore it is imperative that Council members attend every meeting.
- 5) Majority Rules: This is basic to the Democratic process. Once a decision has been reached by the majority of members present and voting, the minority must respect and abide by the decision.
- 6) Silence is Consent: Those who do not vote agree to go along with the majority vote by their silence.
- 7) Two-Thirds Rule: Applies usually for votes that change something.

-
- 8) One Question at a Time & One Speaker at a Time: Only one speaker recognized by the CRO has “the floor” without interruption and no motion is in order if it does not directly relate to the question under consideration.
 - 9) Debatable Motions Must Receive Full Debate: Motions will continue to be debated by members who wish to do so. A debate can also be ended if the CRO has put the question to a vote or it is suspended by a two-third vote of members present.
 - 10) Personal Remarks in Debate are Always Out of Order: Debate must be directed to motions and not motives; principles and not personalities. Not complying with this rule may lead to ejection from the meeting.

MOTIONS

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

Main Motions

A main motion is defined as a proposal that certain action be taken or an opinion be expressed by the group. Main motions allow the MES to do its work. They are the decisions to spend money, adopt projects, make procedural changes, etc.

- All main motions must be submitted to the secretary at least 24 hours before the meeting.
- A main motion brought toward the MES will be read to the Council by the CRO.
- A main motion must be *seconded* in order to proceed to presentation and/or debate.
- People presenting the motion may make a short presentation outlining the action, event, or business. Please refer to the Sponsorship Policy for sponsorship requests.
- Debate is held. Anyone with an opinion or question to the presenters must raise their hand in order to speak. The CRO recognizes members who wish to speak by stating their names. In the case of multiple speakers, a cue will be established by the CRO.
- In the case that debate becomes circular, members are encouraged to raise their hand in the air making a circle with the thumb and forefinger and raising the remaining three fingers. This signifies that the member believes that a point has been stated too many times just in different ways or that an established argument has not been supported by any new ideas or evidence. If the CRO feels that enough of these ‘zeros’ are being held up, he/she may limit or close debate.

-
- Debate should continue as long as members wish to discuss the question unless the CRO has put the question to a vote or secondary motions have been adopted to either limit or close debate.
 - When a main motion is put to question, the CRO again restates the motion. Voting members are instructed to raise their hand when those in *favour*, *opposition*, or *abstention* are called by the CRO.
 - Voting results are counted by the CRO and secretary and the decision on the main motion is announced to the Council.

Secondary Motions

A secondary motion is one that can be made *while* the main motion is on the floor and *before* it has been decided. There is a common misconception that the Council cannot have two motions on the floor at the same time. More than one motion can be on the floor but only one question. 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.

THE RANKS OF SECONDARY MOTIONS

CALL TO QUESTION
LIMIT OR EXTEND LIMITS TO DEBATE
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* (to call for an immediate vote) takes precedence over all motions below it. All secondary motions must be seconded and are debatable.



WHAT DO I SAY?

Secondary Motions Arranged From Lowest to Highest Rank:

To Do This	Motion	You Say This	Vote
Change Wording of Motion	Amend	“I move to amend the motion by...” (Adding, Striking Out, Substituting)	Majority
Send to Committee	Commit	“I move that the motion be referred to...”	Majority
Postpone Action	Postpone Definitely	“I move that the motion be postponed to...”	Majority
Limit Debate	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 presenter or presenters 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 has changed. The CRO must then read the new main motion on the floor. If the presenter(s) do not choose to adopt the amendment, it is deemed *unfriendly* or *hostile*, and the CRO must hold a vote to adopt it. Any prior debate on the unfriendly amendment is acceptable.

Commit

To commit a motion sends the question on the floor to a small number of people so that it can be carefully studied and put into proper form for the Council to consider. This is a very useful motion when all the facts may not be known. It prevents long and pointless debate and protects the Council from making a poor decision.

The motion should include specific directions as to where the questions should go. It should also address the following questions:

- a) A new special committee?
- b) What size committee?
- c) How shall the committee be selected?
- d) Will the committee have authority?
- e) When shall the committee report?

Postpone

The 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 his or her 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 Council can exercise special control over the debate by:

- Reducing the number and length of speeches allowed.
- 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. This motion can be ruled out of order by the CRO if the motion is debatable and has received debate.

APPENDIX J - Transition Report Template

Transition reports from outgoing Council members shall be completed according to the following template, and shall be collected by the Vice President Internal at least one week prior to Transition Session I.

Position: _____

Name: _____

Date:

Incoming Goals: _____

Accomplishments: _____

Obstacles: _____

Recommendations: _____

Useful Contacts:

Name: _____ *Title:* _____
Email: _____ *Phone:* _____
Reason for Contact: _____

Name: _____ *Title:* _____
Email: _____ *Phone:* _____
Reason for Contact: _____

Name: _____ *Title:* _____
Email: _____ *Phone:* _____
Reason for Contact: _____

APPENDIX K – Conference Delegate Code of Conduct Contract

This Code of Conduct applies to all delegates attending any conference attended as a delegate from 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 the head delegate including, but not limited to: workshops, seminars, and plenary sessions.
3. Ensure that he/she is in proper condition to fully participate in those sessions as appropriate.
4. Dress appropriately for all parts of the conference as required by the conference organizers.
5. Provide a cheque to cover any damage deposit required by the conference organizers. Neither the University nor the Engineering Society is responsible for damages and/or other costs the delegate causes.
6. Refrain from contravening local, provincial, and federal laws as neither the University nor the 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.
2. 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 _____

Name of Delegate (print): _____

Signature of Delegate: _____

Date: _____

APPENDIX L – McMaster Engineering Society Trailer Use Contract

I _____, on behalf of _____ (team or group) 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 team/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 team/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
- 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.
- A damage inspection form must be filled out by the Trailer Maintenance Coordinator and signed by the above named, or someone on their behalf before the trailer is used.

Signature of above named

Witness

Trailer Maintenance Coordinator

Date

APPENDIX M – McMaster Engineering Society Donated Merchandise Request Form

Merchandise may be donated from the MES Drain to an individual or group attending a conference or event and whom would like to promote McMaster Engineering through giving away merchandise. In order to be considered for a merchandise donation this form must be submitted to the Vice President Finance 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 (should answer the question “Why should the MES donate these items?”): _____

Specific Items/Quantities Requested: _____

APPENDIX N – McMaster Engineering Society Wireless Presenter Policy

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

The contents of the MES wireless presenter bag are as follows:

- 1 Targus wireless presenter
(Includes AAA Battery)
- 1 Targus USB receiver
- 1 USB extension cable
- 1 Instruction page

MES Wireless Presenter 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 wireless presenter.
- The borrower accepts financial liability for the wireless presenter and all accessories should they cease to work as a result of their use and agrees to reimburse the MES the value of the presenter.

I agree to abide by the policy and guidelines of the MES wireless presenter as presented above.

Signature

Witness

Date

Note: Please remove battery from the wireless presenter after each use.

APPENDIX O – 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

Preamble

The McMaster Laboratory Advancement Benefaction (macLAB) Endowment 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 administering the Fund has representation from all departments, as well as faculty, staff, and alumni. 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 (“The 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 is comprised of a minimum of 75% of the funds available, which will be referred to as the *Departmental 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 *Special Project Portion* will be available for special joint proposals by faculties, departments, or programs, with special priority given to the needs of the Engineering I Program.

II. Board of Directors:

The Board will consist of the following members:

CHAIR: MES VP Education; or one (1) student appointed by the MES President, MES VP Education, and the Dean of Engineering (“Dean”).

CHAIR ELECT: one (1) student representative chosen by the MES President and macLAB Chair, with approval from the Dean (see III. (5)).

- One (1) student representative from each of the academic departments (“Department Representative”):
 - Chemical Engineering
 - Civil Engineering
 - Electrical & Computer Engineering
 - Engineering Physics
 - Materials Science and Engineering
 - Mechanical Engineering
 - Computing and Software Engineering
- One (1) student representative from each of the following academic programs (“Program Representative”):
 - Engineering I (First Year Students)
 - Bioengineering (defined as the Electrical & Biomedical and Chemical & Bioengineering programs)
 - Engineering & Management
 - Engineering & Society
 - Bachelor of Technology (B.Tech)
- MES President
- MES VP Finance & Administration
- MES VP Academic (if not already a member)
- Dean and/or Associate Dean of Engineering
- Faculty Director of Administration
- Faculty Advancement Officer

III. Chair Selection:

- (1) The Chair may not occupy another position on the Board of Directors; the Dean and the MES President will give serious consideration to conflict of interest situations.
- (2) The Chair must be a student enrolled full time in the engineering program at McMaster University and be among the membership of the MES. This implies the chair may not be a student on internship.
- (3) In the case that a student who is not VP Education would like to occupy the Chair position, the student will submit their intent to the MES President, MES VP Education, and the Dean by March 15. A Chair will be appointed by March 30.
- (4) A Chair and a Chair Elect will initially be appointed, with the intention that the Chair Elect will become the Chair in the next year, in order to ensure continuity.

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- (5) Each year, any of the department or program representatives interested in the Chair Elect position will submit their intent to the MES President and macLAB Chair, who will in turn appoint one representative to the position with approval from the Dean. If none of the department representatives are interested in the position, the MES President may call for submissions by any interested students in order to fill the position.
 - (6) A Chair Elect must be selected by October 15 of the current academic year.

IV. Student Representative Selection:

- (1) The Chair will inform Department/Program Offices and students, through appropriate means (website, email, and department club messages) of the positions available on the Board.
- (2) Student Representatives must be enrolled full time in a department of the engineering program at McMaster University and be among the membership of the MES. Students interested in the position will submit their intent to the Chair of his or her respective department, as well as his or her Department Club President by March 15. The student representative from each department will be selected by BOTH the Department Chair and the Department Club President.
- (3) All Department and Program Representatives (with the exception of the Engineering I Representative) will be chosen by March 30 of each year.
- (4) The Engineering I Representative will be one of the current MES First Year Representatives, and will be selected by the macLAB Chair, with approval from the Director of Engineering I by September 30.

V. Responsibilities and Procedures of the Board of Directors:

- (1) The Chair will call and preside over all meetings of the Board of Directors.
- (2) The Board will be responsible for keeping Department Chairs/ Program Directors and Department Club Presidents informed of submission deadlines, availability of application forms, and will supply each with copies of the macLAB By-Laws.
- (3) There shall be at least one meeting of the Board of Directors per term.
- (4) In the case that the Chair cannot call or attend a meeting of the Board of Directors, the Chair Elect shall chair the meeting. In the case that neither the Chair nor the Chair Elect can attend, the meeting shall be rescheduled.
- (5) The Board shall collect a comprehensive inventory of lab equipment and facilities from each department every four years, beginning in 1997 (1997, 2001, 2005, 2009 etc.) for the purpose of evaluating the long term equipment needs. This inventory shall also be utilized to discourage the purchasing of equipment which overlaps two or more departments. The list should include the name of equipment, brief description of its function, and year of purchase. The Board may decide to collect an inventory out of the above schedule through a majority vote.

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- (6) In the years that an inventory is required, each department or program must submit a complete inventory to the Board by the time applications are due.
 - (7) The presence of at least one-half majority of the voting members of the Board of Directors constitutes a quorum.
 - (8) Each member of the Board of Directors is entitled to one vote.
 - (9) All resolutions, unless otherwise specified, shall be ratified by a majority vote of the Board of Directors.
 - (10) The Board shall decide on the distribution of the funding, based on applications received, by February 1 of each year.
 - (11) 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.
 - (12) The Board is responsible for notifying all Department Chairs and MES Club Presidents of ALL projects/purchases approved by the Board by February 15 of each year.
 - (13) Successful macLAB applicants will purchase their requested equipment and be reimbursed on receipt. The Director of Administration is responsible for ensuring all approved funds are transferred on departmental receipt of equipment.
 - (14) Any change to the By-Laws of the Fund requires a two-thirds majority vote of ALL voting members on the Board of Directors. The By-Laws can only be changed after the meeting to decide the allocation of the funds.
 - (15) The macLAB Board of Directors reserves the right to reference or use photographs and/or images of funded projects for marketing or advertising purposes.

VI. Administration of the Fund:

- (1) All engineering students who are registered in 18 or more units at any time during the fall/winter session will be required to 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.
- (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 of Directors as per McMaster University Trust Fund guidelines (see http://www.mcmaster.ca/bms/BMS_FS_Trust_Funds.htm for full details).
- (6) The fund will be administered by the Faculty of Engineering Director of Administration.
- (7) 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 of Directors.

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- (8) Any new monies collected will go to the principal of the fund, and cannot be spent.
 - (9) A donation refund will be offered to students who apply to the MES in the specified opt-out period (typically December 1 to 31) in the same year the donation was collected. Students who correctly complete and hand in opt-out requests will receive a credit to his/her student account upon receipt of notice from the MES to Financial Services.
 - (10) An appeal period will be held from the beginning of January until one week after the final drop-add date in January in the year after the donation was collected. Students will be required to complete an appeal opt-out form for this period. Any student who correctly completes and hands in an appeal requests will receive a credit to his/her student account upon receipt of notice from the MES to Financial Services.

NOTE: The macLAB 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 of 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 of the macLAB Board of Directors, c/o McMaster Engineering Society, John Hodgins Engineering Building, Room 121.

VII. Legacy Supplement:

- (1) Any receipt of legacy contributions will be available for disbursement in the year they are received.
- (2) 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 Faculty of Engineering Director of Administration.

VIII. Division of the Funds:

The funds will be divided amongst departments based on the level of need as assessed by the Board of Directors. This need will be based on the significance of those laboratories in the curriculum of that department. The Board will judge the demand of each department based on:

- A comprehensive inventory of equipment and facilities, and their current status. This list will be updated by each department every four years and submitted to the Board.
 - The record of money granted through macLAB to that department in the past 4 years. This is to ensure that funds are evenly distributed between departments over a given period of time.
- (1) 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.
 - (2) 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.

IX. Departmental Project Portion:

- (1) A minimum of 75% of the funding available will be allocated for Departmental Projects.
- (2) No more than 40% of the Departmental Project allotment shall be awarded to any one department 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 of Directors.
- (5) Funding is awarded on a by project basis. Changes to projects (i.e. upgrades) must be approved by the Chair and the Faculty Director of Administration.

X. Special Project Portion:

- (1) A maximum of 25% of the funding available will be allocated for Special Projects.
- (2) The funds available will be reserved for projects or facilities which:
 - Will be the joint responsibility of more than one department, program, or faculty.
 - Will affect students in more than one department or program.
 - Will be utilized strictly for the Engineering I, Engineering & Management, Engineering & Society, Bioengineering, or B.Tech programs.
- (3) Priority for the designation of this portion will be given to lab equipment and facilities used in the Engineering I program. This would include labs maintained by the Faculty of Science, which are utilized by Engineering I students.
- (4) This portion may also be directed towards special projects outside of individual laboratories, such as computer clusters, video conferencing facilities or other equipment, which enhances the engineering undergraduate curriculum.
- (5) Student groups, such as competitive student teams, the MES, or clubs approved by the MES may apply for special project funding only. These applications will be evaluated on the same criteria that other Special projects are evaluated on.

XI. 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 Faculty Advancement Officer) and affix to the equipment immediately after purchase and before it is in operation. Department and Program Representatives will supervise the application of tags onto doors and equipment.

APPENDIX P – McMaster Engineering Society Digital Video Camera Policy

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

The contents of the MES camera bag are as follows:

- 1 Canon NTSC ZR 40 digital video camcorder
- 1 Canon (Li-ion) Battery Pack BP-508
- 1 Canon wireless controller WL-D74
- 1 Canon CA-560 Compact Power Adapter (including 120v plug cord)
- 1 micro out to RCA in cable
- 1 Firewire connector cable
- 1 Carrying case
- 2 Mini DV Digital Video Cassette DVM60 (60 min)

MES Digital Camera Usage Guidelines

- A cash or cheques deposit amounting to \$100 will be given to the Vice President Finance prior to the use of the Video Camera.
- Upon return of the camera, the Vice President Finance 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.
- In the case where 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 Executive Council.
- 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.

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- All persons being filmed must be aware that filming is taking place and measures must be taken to ensure that the filmed individuals provide consent to be filmed.
 - Measures must be taken to ensure that footage can be edited to remove any party who does not or withdraws their consent to filming.
 - The camera must not be used to create footage that violates any copyright laws defined by the Federal Government of Canada and/or the Provincial Government of Ontario.
 - The camera footage or still pictures taken must not include usage of illegal substance or the perpetration of illegal activities as defined by the Federal Government of Canada and/or the Provincial Government of Ontario.

I agree to abide by the policy and guidelines of the MES digital video camera as presented above.

Signature

Witness

Date