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 is also 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: November 16, 2016 by Matt Vukovic
Table of Contents

PREAMBLE ................................................................................................................................. 1

A. DEFINITIONS & ABBREVIATIONS ....................................................................................... 8

B. STRUCTURE & ORGANIZATION ....................................................................................... 8

1. The Executive ....................................................................................................................... 8
   1.1. President ....................................................................................................................... 8
   1.2. Vice President, Student Life ....................................................................................... 9
   1.3. Vice President, External Relations ........................................................................... 10
   1.4. Vice President, Academic .......................................................................................... 11
   1.5. Vice President, Finance and Administration ............................................................. 11

2. Authority and Responsibility of the Executive .................................................................. 12
   2.1. Executive Authority .................................................................................................... 12
   2.2. Executive Responsibility ............................................................................................ 12

3. Associate Vice-Presidents ............................................................................................... 13
   3.1. Associate Vice President, Events .............................................................................. 13
   3.2. Associate Vice President, Services & Productions .................................................... 13
   3.3. Associate Vice President, Clubs & Sponsorship ......................................................... 14

4. Directors ............................................................................................................................. 15
   4.1. Director of Public Relations ...................................................................................... 15
   4.2. Director of Sport ......................................................................................................... 16

5. Representatives .................................................................................................................. 16
   5.1. Department Representatives .................................................................................... 16
   5.2. Program Representatives ........................................................................................... 17
   5.3. First Year Representatives ......................................................................................... 18

6. Appointed Positions ........................................................................................................... 18
   6.1. BLUE Lounge Coordinator ....................................................................................... 18
   6.2. Chief Returning Officer ............................................................................................. 19
   6.3. Co-Orientation Coordinators ...................................................................................... 19
   6.4. Culture Coordinator ................................................................................................... 20
   6.5. Drain Coordinator ....................................................................................................... 20
   6.6. Fireball Coordinator .................................................................................................... 21
   6.7. Information Technology Coordinator ....................................................................... 21
   6.8. Kipling Coordinator ................................................................................................. 22
   6.9. macLAB Chair ............................................................................................................ 22
   6.10. McMaster Engineering Competition (MEC) Coordinator ....................................... 22
   6.11. Trailer Maintenance Coordinator ............................................................................ 23
   6.12. Plumbline Editor ....................................................................................................... 23
   6.13. Frequency Editor ....................................................................................................... 23
   6.15. Tutoring Program Coordinator .................................................................................. 24
   6.16. Academic Resources Coordinator ........................................................................... 24
   6.17. Professional Development Coordinator(s) ............................................................... 25
   6.18. Administrator ............................................................................................................ 25
   6.19. Advertising Coordinator ........................................................................................... 26

7. Transition .............................................................................................................................. 26
   7.1. Objectives .................................................................................................................... 26
7.2. Transition Reports ................................................................. 27
7.3. Council Transition Process ..................................................... 27
7.4. Executive Transition Process .................................................... 28
8. SRA Engineering Caucus ............................................................ 28

C. ELECTIONS ............................................................................ 29
1. General ..................................................................................... 29
2. Regular Elections ...................................................................... 29
   2.1. Presidential Election .............................................................. 29
   2.2. General Elections ................................................................. 29
   2.3. First Year Representative Elections ..................................... 30
3. Appointed Positions .................................................................. 30
   3.1. Appointment Procedure ....................................................... 30
   3.2. Regular Appointed Positions ............................................... 30
   3.3. Co-Orientation Coordinators ................................................. 31
   3.4. Other Appointed Positions ................................................. 31
4. Faculty Committees .................................................................. 32
   4.1. Undergraduate Representatives ........................................... 32
   4.2. Executive Representatives ................................................... 32
5. By-Elections ............................................................................. 32
6. Eligibility to Run for Office ....................................................... 33
7. Election Dates ........................................................................... 33
   7.1. Election Dates ................................................................... 33
8. Term of Office .......................................................................... 34
9. Nominations ............................................................................ 34
10. Campaign .............................................................................. 35
11. Elections Committee ............................................................... 36
12. Election Procedures ............................................................... 37

D. GROUPS, CLUBS AND AFFILIATES ........................................... 39
1. Department and Program Clubs ............................................... 39
2. Groups .................................................................................... 39
3. Teams ..................................................................................... 40
4. Affiliates .................................................................................. 40

E. INTER/INTRA UNIVERSITY LIAISON ....................................... 42
1. Hosted Conferences and Competitions ..................................... 42
   1.1. General ........................................................................... 42
2. External Conference and Competitions ................................... 42
   2.1. Open Conferences ............................................................... 42
   2.2. Closed Conferences ............................................................. 42
   2.3. Competitions .................................................................... 43
   2.4. Other Conferences or Events ............................................ 43
3. Delegate Requirements ............................................................ 43
   3.1. Delegate Selection for Open Conferences ............................ 43
   3.2. Delegate Responsibilities ................................................... 44
4. Conferences and Competitions Funding .................................. 44
   4.1. Open Conferences ............................................................... 44
   4.2. Closed Conferences ............................................................. 45
   4.3. Competitions ................................................................. 45
4.4. Other Conferences or Events

F. SERVICES

1. Publications
   1.1. Approval
   1.2. Purpose
   1.3. Editorial Policy
   1.4. Plumline
   1.5. Frequency
   1.6. Engineering Handbook

2. Website

3. MESenger

4. BLUE Lounge
   4.1. Facilities and Services

5. Drain
   5.1. Drain Coordinator(s) Responsibility
   5.2. Staffing Policies
   5.3. Theft Policy
   5.4. Pricing
   5.5. Donations
   5.6. Advertising Policy
   5.7. Keys

6. MES Office
   6.1. Office Use
   6.2. Keys, Security and Auxiliary Access
   6.3. Etiquette and Housekeeping
   6.4. Office Equipment

7. MES Trailer
   7.1. Bookings
   7.2. Keys
   7.3. Use of Trailer
   7.4. Damage

8. MES Wireless Presenter

9. MES Video Camera

10. Storage Room

11. McMaster Peer Tutoring Program
   11.1. McMaster Peer Tutoring Program
   11.2. McMaster Engineering Society Test Bank
   11.3. McMaster Engineering Society Textbook Library

12. Conference Mail-out

G. AWARDS, FUNDS AND DONATIONS

1. Awards
   1.1. General Policies
   1.2. MES Awards

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

3. Donations

H. MEETINGS
1. General Meetings (SAGM)........................................................................................................... 60
2. MES Council Meetings ................................................................................................................. 60
   2.1. General................................................................................................................................... 60
   2.2. Attendance ............................................................................................................................ 61
   2.3. Proxy Voting ............................................................................................................................ 61
   2.4. Talking System ....................................................................................................................... 62
3. Committee Meetings ..................................................................................................................... 62
4. Supervisory Meetings ..................................................................................................................... 62

I. COMMITTEES................................................................................................................................... 63
1. General ........................................................................................................................................ 63
   1.1. Responsibilities of the Chair.................................................................................................... 63
   1.2. Membership ........................................................................................................................... 63
2. Special Committees ....................................................................................................................... 63
   2.1. Definition................................................................................................................................ 63
   2.2. Welcome Week Orientation Planning Committee ................................................................. 63
3. Ad-hoc Committees ....................................................................................................................... 64
4. Standing Committees ..................................................................................................................... 64
   4.1. Advertising Committee ......................................................................................................... 64
   4.2. Awards Selection Committee ................................................................................................ 65
   4.3. Club Leaders Committee ....................................................................................................... 65
   4.4. Delegate Selection Committee ............................................................................................... 65
   4.5. Editorial Review Committee .................................................................................................. 66
   4.6. Elections Committee .............................................................................................................. 66
   4.7. macLAB Board of Directors ................................................................................................. 66
   4.8. First Year Club ......................................................................................................................... 66
   4.9. Kipling Committee ................................................................................................................ 67
   4.10. Newsletter Committee .......................................................................................................... 67
   4.11. Social Committee ................................................................................................................ 67
   4.12. Sports Committee ................................................................................................................ 67
   4.13. McMaster Engineering Competition Committee .............................................................. 68
   4.14. Culture Committee .............................................................................................................. 68
   4.15. Professional Development Committee ............................................................................... 68

J. SPECIAL EVENTS........................................................................................................................... 69
1. Welcome Week ............................................................................................................................... 69
   1.1. Purpose .................................................................................................................................. 69
   1.2. Welcome Week Rules ............................................................................................................ 69
   1.3. Organization ............................................................................................................................ 69
   1.4. Events .................................................................................................................................... 70
   1.5. Miscellaneous ........................................................................................................................ 70
2. Fireball .......................................................................................................................................... 70
3. Eng Fest ........................................................................................................................................ 71
4. Other Events ............................................................................................................................... 71
   4.1. Eng Pubs ............................................................................................................................... 71
   4.2. Road Trips .............................................................................................................................. 71

K. FINANCIAL POLICIES ............................................................................................................... 72
1. Budget .......................................................................................................................................... 72
2. Payment Policies ........................................................................................................................... 72
3. Funding Policies .......................................................................................................................... 73
   3.1. Other Funding Requests ........................................................................................................ 73
   3.2. Clubs Funding Policy .............................................................................................................. 73
   3.3. Groups and Teams Funding Policy ......................................................................................... 75
   3.4. Conference / Competition Funding Policy ............................................................................. 76
   3.5. Intramural Funding Policy ...................................................................................................... 78
   3.6. Special Projects Funding Policy ............................................................................................. 78
4. Accounts and Cash ......................................................................................................................... 79
   4.1. Accounts ................................................................................................................................. 79
   4.2. Investments ............................................................................................................................. 79
   4.3. Reserve Funds ......................................................................................................................... 79
   4.4. Contingency ............................................................................................................................ 80
   4.5. Petty Cash ............................................................................................................................... 80
5. Student Fees .................................................................................................................................... 80
6. Accounting ..................................................................................................................................... 81
7. Endowment Funds .......................................................................................................................... 81
   7.1. The McMaster Laboratory Advancement Benefaction Endowment Fund (macLAB) ................ 81
8. Other Services ................................................................................................................................. 82
   8.1. Cable Service ........................................................................................................................... 82
9. Taxation .......................................................................................................................................... 82
10. Honoraria & Awards ...................................................................................................................... 82
11. Contracts and Paid Positions ........................................................................................................ 82
12. Donations ...................................................................................................................................... 83

APPENDIX A – McMaster Engineering Society Org Chart ................................................................. 84
APPENDIX B – Drain Volunteer Responsibility Contract ................................................................. 85
APPENDIX C – MES Elected Position Nomination Form ................................................................. 86
APPENDIX D - Paid Position Contract ............................................................................................ 88
APPENDIX E – SUBSTITUTE INVOICE FORM .............................................................................. 89
APPENDIX F – Fireball Awards ......................................................................................................... 90
APPENDIX H – Expense Report ........................................................................................................ 93
APPENDIX I – “MES Roberts Rules of Order” ................................................................................. 94
APPENDIX J - Transition Report Template ..................................................................................... 94
Error! Bookmark not defined.
APPENDIX K – Conference Delegate Code of Conduct Contract ...................................................... 99
APPENDIX L – McMaster Engineering Society Trailer Use Contract ............................................. 100
APPENDIX M – McMaster Engineering Society Donated Merchandise Request Form .................. 101
APPENDIX N – McMaster Engineering Society Projector Policy .................................................... 102
APPENDIX O – McMaster Laboratory Advancement Benefaction (macLAB) Endowment Fund .......... 103
APPENDIX P – McMaster Engineering Society Digital Video Camera & DSLR Camera Policy .......... 109
APPENDIX Q – Appointed Position Application Form .......................................................... 110
APPENDIX R – Sponsorship Checklist ............................................................................. 111
APPENDIX S – McMaster Engineering Society Tent Policy .............................................. 113
APPENDIX T – McMaster Engineering Society Wireless Radio Policy ............................ 114
APPENDIX U – MES Department Club Funding ................................................................. 115
APPENDIX V - McMaster Engineering Society Conference / Competition Funding
Application .......................................................................................................................... 116
APPENDIX W - McMaster Engineering Society Special Projects Funding Application .. 117
APPENDIX X – Board of Advisors Terms of Reference ..................................................... 118
APPENDIX Y: Photographer Contract ................................................................................ 120
A. DEFINITIONS & ABBREVIATIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>MES</td>
<td>McMaster Engineering Society</td>
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<tr>
<td>MSU</td>
<td>McMaster Students Union</td>
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<td>ECCS</td>
<td>Engineering Co-op and Career Services</td>
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<td>VPS</td>
<td>Vice President, Student Life</td>
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<td>VPX</td>
<td>Vice President, External</td>
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<td>VPA</td>
<td>Vice President, Academic</td>
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<td>VPF</td>
<td>Vice President, Finance &amp; Administration</td>
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<td>AVPE</td>
<td>Associate Vice President, Events</td>
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<td>AVPSP</td>
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<td>AVPCS</td>
<td>Associate Vice President, Clubs &amp; Sponsorship</td>
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<td>WW</td>
<td>Welcome Week</td>
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<tr>
<td>Co-OC</td>
<td>Co-Orientation Coordinator</td>
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B. STRUCTURE & ORGANIZATION

1. The Executive

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

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.

c) Supervise all activities of the Society and its affiliated committees.

d) Develop both a short and long-range plan to encourage new initiatives and uphold traditional activities, as well as reviewing the current activities of the MES.

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 McMaster Students Union (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 standing 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) Ensure MES Board of Advisors meetings are held bi-annually
k) Be responsible for selecting President’s Award recipient(s)
l) Actively promote interaction and communication between the MES, clubs, MSU, the Engineering Student Representative Assembly caucus and Senate Representatives.
m) Supervise the following positions:
   i) VP Academic
   ii) VP External Relations
   iii) VP Finance
   iv) VP Student Life
   v) Chief Returning Officer.
vii) Culture Coordinator
vii) Orientation Coordinator

1.2. Vice President, Student Life
The Vice President Student Life 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) Work with the AVP Clubs and Sponsorship to gather content for the MESsenger, and send it to all undergraduate engineering students on a weekly basis.
f) Sit on Awards Selection Committee with the Director of Public Relations (see “Committees”, Section I.4.2).
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 I.4.12 and I.4.8)
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) Reports to the President

n) Supervise the following positions:
   i) Associate Vice-President, Clubs & Sponsorship
   ii) Associate Vice-President, Events

1.3. Vice President, External Relations

The Vice President External Relations shall:

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

b) Liaise with other engineering schools in Canada.

c) Be responsible for recruitment issues and initiatives in collaboration with Engineering Outreach

d) Collect and distribute all external Society correspondence.

e) Chair Delegate Selection Committee for relevant conferences (see “Committees”, Section I.4.4; and “Inter/Intra University Liaison”, Section E.4.2).

f) Attend all closed conferences, or send an appropriate delegate (see “Inter/Intra University Liaison”, Section E.2.1).

g) Compile and distribute the Conference Mail-out (see “Services”, Section F.12), a list of competitions and conferences open to engineering students.

h) Provide Handbook Editor with a calendar of all external events, conferences, and competitions (see “Open Conferences” section E.2.1; and “Other Conferences” Section E.2.4).

i) Advertise all opportunities for conference bids, and open leadership positions within external organizations

j) Inform the student body about external relations through the following means:
   i) Ensuring that conference reports are complete and available on the MES website a maximum of one month after the end of the conference
   ii) Submit an article for each conference attended to the Frequency

k) Liaise with the SRA and/or Senate Representative(s) on matters of relevant external organizations

l) Sit on the Engineering Co-op and Career Services Operating Committee

m) Be an ex-officio member of the Professional Development Committee

n) Report to the President

o) Supervise the following positions:
   i) Director of Public Relations
   ii) Professional Development Coordinator(s)
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 Relations.

d) Sit on Faculty Committee as well as any education-related faculty committees.

e) Initiate and/or review changes to course evaluations.

f) Be aware of and discuss relevant accreditation issues.

 g) Represent the MES at any accreditation visits or send an appropriate delegate in his or her place.

h) Liaise with the SRA and/or Senate Representatives with regards to relevant university issues such as tuition, course evaluations, and program changes.

i) Attend MSU Academic Affairs Council.

j) Sit on any educational ad-hoc committees.

k) Chair or delegate the chair position for the macLAB Board of Directors (see “Committees”, Section I.4.7).

l) 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.

m) Assist MEC Coordinator in promoting yearly involvement of student body in MEC.

   i) The VP Academic is an ex-officio member of the McMaster Engineering Competition Committee.

n) Reports to President

o) Supervise the following position:

   i) McMaster Engineering Competition (MEC) Chair

   ii) macLAB Chair

   iii) Tutoring Program Coordinator

   iv) Academic Resources Coordinator

1.5. **Vice President, Finance and Administration**

The Vice President Finance and Administration shall:

a) Be responsible for the MES accounts, both at a chartered bank or trust company and on campus (see “Financial Policies” Section K.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 “Financial Policies”, Section K.4.2).
f) Oversee development and/or signing of contracts including handbook printing companies and suppliers for Drain merchandise.
g) Ensure that the appropriate members (i.e President, VP Finance, and VP Student Life) have signing authority to charge fees to MES accounts.
h) Be audited or reviewed 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.
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 G.2.1).
l) Report to the President
m) Supervise the following Council positions:
   i) Associate Vice-President, Services & Productions
   ii) Associate Vice-President, Administration
   iii) Information Technology Coordinator
n) Arrange to have the combination lock for the MES safe changed immediately after being ratified into the position.
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.
p) Before the beginning of each term, schedule MES Executive meeting dates and times

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 $500, unless the expenditure is coming from the Executive Operations account.

2.2. Executive Responsibility
The Executive shall have the following responsibility:
a) To review the MES budget prepared by the Vice President Finance 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 I.2).

c) Shall be accountable and transparent for all its actions to the Council and to the general membership at each General Meeting.

d) Initiate and encourage new events and activities of the MES.

e) Supervise appointed Council positions to provide advice or assistance.

f) Liaise with other members or groups within the university community.

g) Promote professionalism within the Council.

h) Take a proactive role in the long term goal setting of the Society.

i) Ensure effective transition and continuity between old and new Council, through documentation and orientation.

j) Create a positive and effective working environment.

k) Hold at least 2 hours 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
   v) Sports

b) Chair the Social Committee (see “Committees”, Section I.4.11).

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.

d) Sit on the Advertising Committee and coordinate with the Advertising Coordinator to promote MES activities.

e) Report to Vice President Student Life.

f) Supervises the following positions:

   i) Director of Sport
   ii) Fireball Coordinator
   iii) Kipling Coordinator

3.2. **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) Plumbline
   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 I.4.5).

d) Coordinate with the Information Technology Coordinator to maintain and update online publications.

e) Sit on the Sponsorship Committee.

f) Be responsible for supervising the care of all MES assets including computer resources and lounge facilities.

g) Report to Vice President Finance.

h) Supervises the following positions:
   i) Advertising Coordinator
   ii) BLUE Lounge Coordinator
   iii) Drain Coordinator
   iv) Trailer Maintenance Coordinator
   v) Handbook Editor
   vi) Frequency Editor
   vii) Plumbline Editor
   viii) Yearbook Editor

i) Prepare an interim progress report and transition report (see Appendix J).

j) Be responsible for maintaining the MESCard database, including:
   i) Working with the Co-OCs to print MESCards for the first years for handout during WW
   ii) Organizing opportunities to hand out MESCards to upper years throughout the year
   iii) Handling replacement card orders

3.3. **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 K.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) Work with the VP Student Life to gather content for the MESsenger to be sent to all undergraduate engineering students on a weekly basis.

e) 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 I.4.8).

f) Actively seek sponsorship for MES facilities and activities including external subsidizing of events, conferences, and computer or office resources.

g) 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.
h) Maintain good relationships with existing sponsors through contact, thank you letters and holiday cards.

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 MESsenger, 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 Student Life.

n) Supervises the following positions:
   i) First Year Representatives
   ii) Department Representatives
   iii) Program Representatives

o) Be responsible for maintaining the MESCARD sponsorships, as well as searching for new deals.

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 Public Relations

The Director of Public Relations shall:

a) Promote all activities and initiatives of the MES to the Faculty, University, alumni, the community, and to industry.

b) Organize appropriate MES representation to promote the McMaster Engineering Society and the engineering profession at events including:
   i) Eng Fest
   ii) Faculty of Engineering Open Houses
   iii) MES charity events

c) Develop new charity initiatives and coordinate all traditional charity initiatives in cooperation with Culture Coordinator(s), such as:
   i) Santa Hog
   ii) Pi Day
   iii) Food Drive
   iv) Santa Claus Parade
   v) Movember

d) Coordinate media recognition of significant MES activities through social media.

e) Coordinate with Vice President Academic all outreach, ambassadorship, or mentorship programs of the Faculty or of the MES.

f) Develop and supervise MES displays for Eng Fest and any other appropriate venues.

g) Encourage the development of activities that will actively promote the image of the MES.
h) Coordinate with the Vice-President External Relations and University’s Gender Equality Committee to promote December 6th Memorial.

i) Liaise with members of industry for involvement, support and/or feedback.

j) Liaise with Engineering Alumni Office regarding outreach, alumni, or other relevant initiatives.

k) Liaise with the Faculty Office of Student Alumni Relations, and coordinate joint initiatives and events.

l) Attend meetings initiated by the Engineering Alumni Office and participate in Alumni events as an MES representative.

m) Report to the Vice President External Relations.

n) Chair Awards Selection Committee and procure awards for Fireball (see “Committees”, Section 1.4.2)

4.2. **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 I.4.12).

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.

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 K.3.5) and forward to the Vice President Finance.

l) Coordinate and organize events for Frost Week.

m) Report to AVP Events

5. **Representatives**

5.1. **Department Representatives**

a) There shall be one representative, who is a full member of that department, from each of the 8 departments of the Faculty of Engineering:

i) Civil Engineering

ii) Chemical Engineering

iii) Software Engineering
iv) Electrical and Computer Engineering  
v) Engineering Physics  
vii) 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 Advertising Coordinator, distributing MES publications, and promoting the MES website and MESsenger email list.  
iv) Actively encourage participation in MES activities, such as attendance at General Meetings.  
v) Collect approved program-specific testing material for the MES Test Bank in liaison with the VP Academic.  
vi) Serve as a representative on the macLAB Board of Directors if the position is vacant.  
vii) Organize the Ratboy team(s) for the representative’s department.  
viii) Report to the Associate Vice President Clubs & Sponsorship.  

5.2. Program Representatives  
a) There shall be one representative who is a full member of one of the following programs:  
i) Computer Science  
ii) Engineering and Management  
iii) Engineering and Society  
iv) Bioengineering and Biomedical Engineering  
v) Bachelor of Technology  

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 Advertising Coordinator, distributing MES publications, and promoting the MES website and MESsenger email list.  
iv) Actively encourage participation in MES activities, such as attendance at General Meetings.
v) Collect approved program-specific testing material for the MES Test Bank in liaison with the VP Academic.

vi) Serve as a representative on the macLAB Board of Directors if the position is vacant.

vii) Organize the Ratboy team(s) for the representative’s program, with the exception of Management and Society.

viii) Report to the Associate Vice President Clubs & Sponsorship.

5.3. **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 Advertising Coordinator, distributing MES publications, and promoting the MES website and MESsenger email list.

   ii) Organize and sit on the First Year Club with the Associate Vice President Clubs and Sponsorship and Vice President Student Life (see “Committees”, Section I.4.8).

   iii) Represent the concerns and opinions of first year students.

   iv) Promote and encourage first year attendance at events.

   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) Organize the Ratboy team(s) for first year students.

   x) Report to the Associate Vice President Clubs & Sponsorship.

6. **Appointed Positions**

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

6.1. **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.
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 Associate Vice President Services & Productions.
g) This position may be held by a maximum of two people.

6.2. 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) Update the MES Policy Manual and Constitution to reflect changes approved at a General Meetings or by Council
d) Coordinate nomination periods and elections as outlined in “Elections”, Section C.
e) Chair the Elections Committee (see “Committees”, Section I.4.6).
f) Serve on the Delegate Selection Committee (see “Inter/Intra University Liaison”, Section I.4.4).
g) Reports to the President.
h) This position may only be held by one person.
i) The CRO may not hold any other position within the MES

6.3. Co-Orientation Coordinators
The Co-Orientation Coordinators shall:
   a) Be appointed by MES Council as outlined in “Elections”, Section C.3.3 of the Policy Manual.
   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 Committee and select its members.
e) Submit a follow up report and evaluation of Welcome Week to both the MES and the Student Success Centre before the end of September.
f) Attend Council meetings after being appointed.
g) Attend or delegate core meetings and training sessions provided by the Student Success Centre.
h) Report to the President.
i) This position must be held by two people
6.4. **Culture Coordinator**

The Culture Coordinator shall:

a) Coordinate events with the Associate Vice President Events.

b) Ensure that McMaster Engineering traditions are maintained through word of mouth, Plumbline and other means.

c) Build ties with engineering alumni and, if possible, organize speakers/speeches regarding McMaster Engineering culture and tradition where appropriate.

d) Chair the Culture Committee (see “Committees”, Section I.4.14).

e) Initiate and respond to any interuniversity prank as outlined in the officially adopted pranking rules set out by CFES Congress 2005.

f) Sit on Social Committee, as well as keep close ties with the VP Student Life (see “Committees”, Sections I.4.11).

g) Periodically suggest updates to the Culture section of the MES website.

h) Responsible for organizing the following events;

   i) Academic Flush

   ii) The daytime charitable event known as Santa Hog (in collaboration with the Director of Public Relations)

   iii) The Hamilton Santa Claus Parade (in collaboration with the Director of Public Relations)

   iv) MES Remembrance Day/MES Canada Day on the weekday closest to January 23rd

   v) The daytime charitable event known as Pi Day (in collaboration with the Director of Public Relations)

i) Responsible for ensuring the continued operation of the Iron Ring Clock.

j) Responsible for organizing MES Canada Day

k) Report to the President.

l) Responsible for creating new culture items that will benefit the MES, in addition to maintaining past culture items, including:

   i) Flush Toilet

   ii) MES Podium

m) This position may be held by two people.

6.5. **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 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) Keep accurate and regular records of inventory.

g) Make cash deposits into the MES safe on a regular basis so that the float in the Drain does not exceed $150 at the end of each day.
h) Ensure that all deposits in the MES safe are properly labelled with the source of income, amount, and date deposited.

i) Be responsible for the opening and closing of the Drain.

j) Arrange for advertising and promotion of sales and other campaigns.

k) Consult with suppliers, students and the Vice President Finance about upcoming campaigns (i.e. new paraphernalia).

l) Keep the Drain neat and organized.

m) Coordinate the sale of event tickets with AVP Events by Drain staff and Social Committee.

n) Keep a record of all sales (both ticket and item) made, via regular inventory checks and consolidating the Square sales records. A record of ticket sales is to be kept on the event sheet provided by the AVP Events.

o) Report to the Associate Vice President Services and Productions.

p) This position may be held by a maximum of two people.

6.6. **Fireball Coordinator**

The Fireball Coordinator shall:

a) Be appointed by the VP Student Life at the approval of the Executive.

b) Organize all aspects of the Fireball 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) Procure the Fireball award plaques, including President’s Award and Council Appreciation Award, once the recipients have been determined

d) Report to the Associate Vice President Events

e) This position may be held by a maximum of two people.

6.7. **Information Technology Coordinator**

The Information Technology Coordinator shall:

a) Report to Associate Vice President Administration.

b) Create and maintain the MES website (macengsociety.ca) in accordance with the guidelines set out in “Services”. Section F.2.

c) Maintain the MES council email service ([http://mail.macengsociety.ca](http://mail.macengsociety.ca)) including registration and domain renewal as well as the Google Apps service.

d) Look after MES computer needs, including maintenance and installation of the machines in the MES Productions Office.

   i) The Information Technology Coordinator 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 Technology Coordinator or any members of the executive and should be used for official MES business only.
e) Take appropriate action to protect passwords for the MES server, mailing lists, Productions Office computer, and any other MES passwords.

f) Report to the Associate Vice President Administration.

g) This position may only be held by one person.

h) Prepare an interim progress report and transition report (see Appendix J).

6.8. **Kipling Coordinator**

The Kipling Coordinator shall:

a) Be appointed by the VP Student Life 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.

6.9. **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 G.2.1).

b) Abide by the macLAB By-Laws (see Appendix O).

6.10. **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 Committee or as a volunteer.

b) Be ultimately responsible for MEC and Chair the MEC Committee.

c) Be responsible for recruiting/selecting members for the MEC Committee before the end of April.

d) Hold at least one MEC Committee 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 MEC Committee Meetings starting the second week of September.

g) Liaise with Engineering Competition Chairs at other universities and the OEC Organizing Committee.
h) Update MES Council on MEC Committee progress at least once per month at Council meetings and provide a progress report to the MES Executive in July, September, and November.
i) Keep an official journal of progress for transitional purposes.
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 Academic.

6.11. **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, and supply one of the set of keys to the Vice President Finance.
e) Establish regular maintenance schedules and complete all necessary repairs efficiently and in a timely manner.
f) Document all maintenance completed, related purchases, and complete proper paperwork for MES records.
g) Enforce the MES Trailer policy (see “Services”, Section F.7) and report all violations to the MES Executive.
h) Have the authority in coordination with the Vice President Finance 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 Associate Vice President Services and Productions.
l) This position may be held by a maximum of two people.

6.12. **Plumbline Editor**
The Plumbline Editor shall:

a) Produce a minimum of four issues of the Plumbline (see “Services”, Section F.1.4).
b) Have an electronic copy of the Plumbline available for download on the MES website on or prior to the day of hardcopy release.
c) Report to the Associate Vice President Services and Productions and the President.
d) This position may be held by a maximum of two people.

6.13. **Frequency Editor**
The Frequency Editor shall:

a) Recruit a Newsletter Committee if necessary (see “Committees”, Section I.4.10).
b) Publish and distribute the Frequency quarterly to the undergraduate engineering student body (see “Services”, Section F.1.5).

c) Actively seek contributions.

d) Report to the Associate Vice President Services and Productions.

e) This position may be held by a maximum of two people.


The Handbook Editor shall:

a) Be appointed in October to allow for a longer time to accumulate material to produce a superior Handbook.

b) 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 F.1.6).

c) List the annual MES awards in the Handbook along with a description of the award (see “Awards, Funds, and Donations”, Section G.1.2).

d) List a calendar of events, conferences, and competitions as supplied by the Vice President External Relations.

e) List all of the involvement opportunities within Engineering.

f) Maintain a respectful relationship with the current advertising agency.

g) Report to the AVP Services and Productions.

h) This position may be held by a maximum of two people.

6.15. Tutoring Program Coordinator

The Tutoring Program Coordinator shall:

a) Be appointed by the VP Academic at the approval of the executive

b) Be responsible for all aspects of the Tutoring Program, including:
   i) Liaising with the Assistant Dean (Studies) to confirm eligible tutors
   ii) Maintaining the database of current tutors and tutees
   iii) Ensuring that members of the MES receive subsidies for the McMaster Peer Tutoring Program, which is operated by the Student Success Centre.
   iv) Ensure all students involved in the program abide by the student code of conduct

c) Be responsible for promoting the use of the program by both tutors and tutees

d) Investigate ways to improve the structure and facilitation of the program

e) Plan academic events with the Academic Resource Coordinator

f) Report to the Vice President Academic

6.16. Academic Resources Coordinator

The Academic Resources Coordinator shall:
a) Be appointed by the VP Academic at the approval of the Executive
b) Be responsible for managing all aspects of the McMaster Engineering Society Test Bank, including:
   i) Actively searching for both new and old material, and uploading it to the Test Bank
   ii) Advocating for more Faculty and staff to support the Test Bank
   iii) Ensuring only approved material is uploaded to the Test Bank
   iv) Supervising the Department and/or Program Representatives to ensure that all collected test material is approved
c) Be responsible for managing all aspects of the McMaster Engineering Society Textbook Library, including:
   i) Actively campaigning for textbook donations
   ii) Ensure all textbooks are branded with the MES logo
   iii) Keeping an updated inventory of all textbooks in the MES’ possession
d) Report to the Vice President Academic

6.17. **Professional Development Coordinator(s)**
The Professional Development Coordinator(s) shall:
a) Be appointed by the VP External at the approval of the Executive
b) Chair the Professional Development Committee (see “Committees”, Section I.4.15)
c) Collaborate with the Professional Development Committee and the Executive to bring forward new professional development initiatives
d) Report to the Vice President External
e) Be a position held by a maximum of two (2) people

6.18. **Administrator**
The Administrator shall:
a) Be the custodian of all MES records
b) Within one month of the start of each term, schedule and advertise:
   i) MES Council meeting dates and times
   ii) 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. Council minutes shall be made 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 and Administration as they are received
f) Be responsible for posting minutes on website for future reference and agendas ahead of each Council meeting
g) Record attendance at Council meetings and enforce the Attendance Policy (see “Meetings”, Section H.2).
h) Be responsible for procurement of keys to MES Office and distribution of keys to all approved positions (see “Services”, Section F.6.1).
i) Maintain the MES Office, including purchasing resources such as stationary, letterhead, business cards, and other office supplies (see “Services”, Section F.6).

j) Be responsible for procuring the Council Appreciation Awards and Presidents Award(s) for Fireball.

k) Report to the Vice President Finance and Administration

l) Supervise the following positions:
   i) Information & Technology Coordinator

6.19. Advertising Coordinator

The Advertising Coordinator shall:

a) Chair the Advertising and Design committee and select its members

b) Be knowledgeable about advertising, graphic design, and the requirements for common advertising avenues (ie. MSU poster guidelines JHE Lobby TVs, Charging Station, file types and formats)

c) Be responsible for organizing a workshop to teach members of the advertising committee graphic design theory and use of graphic design computer programs

d) Organize requests from council members for any designs they need created.

e) Ensure that designs are created sent to the client in a timely manner.

f) Be responsible for creating a design to the client’s specification if no other designs meet their specifications

g) Oversee and be responsible for negotiating reasonable prices for designs, and for reimbursing designers for their work

h) Be responsible for posting to and updating the MES charging station screen and the JHE Lobby TVs

i) Develop and encourage new initiatives to increase exposure and effectiveness of advertising techniques

j) Report to the AVP Services and Productions

7. Transition

7.1. 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 to promote momentum for traditional activities and new opportunities.

c) Generate spirit and enthusiasm for incoming Council members 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.
7.2. **Transition Reports**
Transition reports for each elected and appointed position are stored on the Google Drives of the MES Executive as well as the position holder. The reports shall be updated informally throughout the year by the position holders to include any challenges or new initiatives for the position. The reports will also be formally updated at the end of January by the MES Executive through the transition interview as described in “Structure & Organization”, Section B.7.3.

7.3. **Council Transition Process**
The transition process will consist of two separate sessions:

a) General Transition Protocol:
   i) The transition process shall be overseen by the CRO and the President
   ii) The CRO shall also ensure that there is at least a one week break between the transitions interviews and the start of the general elections.
   iii) The CRO shall ensure that there is at least a one week break between the end of general elections and SAGM II to ensure proper transitioning

b) Transition Interviews
   i) These interviews will be conducted by the MES Executive near the end of January
   ii) All elected and appointed positions shall receive and interview
   iii) The interviews will be conducted to update the transition documents as well as determine any changes to the responsibilities of the position, new challenges faced by the position or any initiatives started by the holder of the position
   iv) Information collected from these interviews shall be used to update the advertisements and descriptions of each position, if applicable.

c) Transition meeting
   i) A Council meeting consisting of the current Council as well as their elected successors shall be held between the end of elections and SAGM 2.
   ii) The purpose of this meeting will be to introduce the incoming Council members to the structure of MES meetings, and to give them an opportunity to meet and go over their transition documents with their predecessors.

d) Transition Social
   i) A social event shall be planned by the outgoing VP Student Life for the days following the Transition Meeting and preceding SAGM 2.
   ii) This shall serve as an informal setting in which the new Council can ask more questions of their predecessors and meet other members of the incoming Council.
7.4. **Executive Transition Process**
   a) The outgoing and incoming MES Executive shall plan an Executive Retreat to make long term plans for the year ahead and carry out a more detailed transition.
   b) The budget for this retreat shall be set for no more than $1500, taken from the Executive Operations account.
   c) The incoming Executive shall prepare a presentation for the first Council meeting of their term, outlining what was accomplished on the Retreat and informing Council of the year’s objectives and long-term goals.
   d) Each member of the incoming and outgoing MES Executive will submit deposits to the MES in the form of cheques totalling $1500 that will act as collateral in the instance that the incoming Executive fails to prepare an adequate presentation.

8. **SRA Engineering Caucus**
   
The SRA Engineering Caucus shall hold speaking rights at MES Council meetings, but will be elected through the MSU.
C. 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 I.4.6).
   c) Election dates 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 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.
      i) The First Year Representative elections do not require a “Meet-and-Greet” event

2.1. Presidential Election
   a) The presidential elections shall include the selection of the 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
   b) Additional Members:
      i) Associate Vice President Events
      ii) Associate Vice President Clubs and Sponsorship
      iii) Associate Vice President Services and Productions
      iv) Director of Public Relations
      v) Director of Sport
vi) Department Representatives
vii) Program Representatives, excluding the Bachelor of Technology 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.
   i) This includes all first year students in B-Tech and Computer Science.
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) Voting shall be by preferential ballot

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 an application form (Appendix Q) and resume to the CRO’s mailbox by a deadline set at the discretion of the CRO and Executive. The CRO will distribute applications to the supervising Vice President of the respective position.
c) The MES Executive, Associate Vice Presidents, 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
b) Coordinators:
   i) Information Technology Coordinator
   ii) Culture Coordinator
   iii) Drain Coordinator
   iv) BLUE Lounge Coordinator
v) Orientation Coordinator  
vi) Trailer Maintenance Coordinator  
 vii) McMaster Engineering Competition (MEC) Coordinator  
 viii) Tutoring Program Coordinator  
 ix)  Academic Resource Coordinator (ARC)  
c) Editors  
 i) Frequency Editor  
 ii) Plumbline Editor  

3.3. **Co-Orientation Coordinators**  
The following is the procedure for selecting Co-Orientation Coordinators (Co-OC) at MES Council meetings.  
a) Eligibility  
i) Co-OC must apply in pairs to Council  
 ii) Co-OC pairs must both be registered in level 3 or above  
 iii) Co-OC must have been a McMaster Engineering Society Welcome Week Representative  
 iv) Must be and maintain full MES member status until completion of term  
b) Meeting Procedure – These are only guidelines for council. Final procedures must be adopted by council and amendments may be made  
i) Applicant pairs should have 15 minutes of uninterrupted presentation time to present to council  
 ii) Applicant pairs should have 25 minutes of question period following applicant presentations  
 iii) Following all applicants’ presentations and questions there should be 20 minutes of general discussion of the applicant pairs without the applicant pairs present in the room  
c) Selection  
i) Voting shall be secret ballot  
 ii) Voting should be preferential  
 iii) Successful candidates should require an affirmative vote of at least 51% of votes cast  
 iv) At least two thirds of voting members must be present to have a valid vote  

3.4. **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 Co-Orientation Coordinators shall be appointed before the end of classes in first semester.  
c) The Fireball Coordinator and Kipling Coordinator shall be appointed by the VP Student Life and AVP Events 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, Counseling 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 Academic 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 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 with their own set of rules as follows:

   a) Nomination period will extend for a minimum of 5 days (including weekends);
   b) Campaign period will extend for a minimum of 5 weekdays;
   c) Polling should immediately follow the campaign period.

5.4. A by-election shall not be held if all of the following conditions are satisfied. Instead, the vacant position be filled by the candidate with the next-highest number of votes from the most recent election or by-election held for the vacant position. The potential candidate must be consulted for their willingness to participate before they are elected to office. If the candidate is unwilling, a by-election shall be held.
a) The vacating individual was removed from their position as per “Meetings”, Section d)H.2.2.d
b) The vacating individual held office for four scheduled Council meetings or less after the date of their ratification
c) The vacated position was most recently contested by 10 or more candidates.

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 at least one appointed Culture Coordinator must be registered in Level III or higher at the time of election.

6.3. Candidates for Vice President Student Life, Vice President Academic, Vice President External Relations, and Vice President Finance must be enrolled in Level II or higher at the time of election.

6.4. Chief Returning Officer 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 10 full days during which classes are in session. 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) It is recommended that at least one day be scheduled 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 immediately following the campaign period on a day 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.
   i) For online polling, the balloting period must extend for a minimum of eighteen consecutive hours.

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 and B.Tech 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 at the first council meeting following their election pending ratification by council and terminate on the last day of class of that academic year.

8.3. The term of office of the B.Tech Representatives shall commence on the first council meeting after the conclusion of their election pending ratification by council and shall terminate after the first council meeting back after the winter break.

8.4. 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

9.1 All eligible members (see “Elections”, Section C.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 If, at the conclusion of the nomination period there are no nominations, the CRO will make arrangements for by-elections to fill the vacancy.

9.3 If, at the conclusion of the nomination period there is only one nomination for a Department or Program Representative position the CRO shall acclaim that nominee to the position
   a) The Council reserves the right to hold a confidence vote in the case of an acclamation.
      i) Non-confidence will initiate another by-election.
b) Acclamations cannot occur for the other twelve positions; a single candidate must pass a confidence vote of the electorate during the election cycle.

9.4 It is the responsibility of the CRO to publish which elected positions have nominees, in a timely fashion. This may be published to a page on the MES website, the MES Facebook page, or to another public forum accessible to any MES member.

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;
   d) Any action performed primarily for the purpose of seeking election.

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 to cease active campaigning once the campaigning period has ended and voting has begun. Active campaigning is classified as, but not limited to:
   a) Class announcements regarding platform points or specific candidates
   b) Posts on social media which explicitly promote one’s campaign and/or that address questions aimed towards the candidate’s platform

10.5. Once the campaign period has closed, no more campaign material may be posted by the candidate. Any campaign materials posted prior to the closing of the campaigning period may remain visible and available in order to keep voters informed of candidates and their intentions. Campaign posters must be removed after polls close. The candidates are still expected to abide by the rules in C.10.4. Campaign material includes, but is not limited to:
   a) Campaign posters
   b) Campaign swag/apparel
   c) Social media pages or events, including any relevant posts, photos or documents contained therein
   d) Personal campaign websites

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 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. The content of the campaign posters should follow MSU 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 shall 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 Frequency and MESsenger.

10.11. Candidates in General 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 MESsenger.

11. **Elections Committee**

11.1. The Elections Committee shall consist of the Chief Returning Officer, the Vice President Student Life, the President 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 Presidential and General Elections. These dates should be made ready for advertisement to all MES members following the decision.

   a) First Year Representative Elections should be planned over the summer months by the Elections Committee responsible for running the election.

11.3. For all Society elections, the Elections Committee shall:

   a) Post a list of all available positions to be filled and a summary of their duties prior to the nomination period.

   b) Post all election notices on official MES bulletin boards and in the Frequency.

   c) Review and update the Campaign Rules and distribute copies of the Election By-law to candidates during their respective nomination periods.
d) Pass judgment as to the eligibility of all the candidates based on “Elections”, Section C.6, and ensure that correct nomination procedures have been followed.

e) Ensure that all campaign materials are in accordance with MSU regulations.

f) Not engage in the campaign of any candidate(s).

g) Be responsible for drawing up the official ballot for all Society elections.

h) Be responsible for running the election in accordance with “Elections”, Section C.12.

i) Post the names of all successful candidates as soon as they are known except Presidential candidates, which will be announced at Fireball.

j) Take any corrective or disciplinary actions necessary with regard to electoral rule violations of any type as outlined in this or any other duly enacted document with the provision that the Executive, excepting any members thereof directly affected by the matter in question, shall act as the final arbitrator in all disputes.

k) 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. Voting for elections may be conducted online. Sections C.12.4 to C.12.5 of Elections Procedures will still apply where appropriate, subject to the interpretation of the Elections Committee. If elections are held online and more than one candidate is running for the same position, a single transferable voting system is preferable, if available.

12.2. An election shall be declared invalid if:

a) 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.

12.3. The candidate receiving the greatest number of valid votes for a given position shall be declared elected to that position, subject to ratification.

12.4. In the case of a tie vote, the CRO shall reopen campaigning for the tied position for a period of at least four days. Only those candidates who tied will be allowed to campaign again. An additional voting day, immediately following the second campaign period, will be opened up to all eligible MES members (including those who have already voted in the first voting period).

12.5. 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. It is the responsibility of the voter to make proper arrangements listed below:

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.
D. 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) Computer Science Society
   f) Electrical and Computer Engineering Society
   g) Engineering Physics Society
   h) Materials Science and Engineering Club
   i) McMaster Society of Mechanical Engineering
   j) Software Engineering Club
   k) Engineering & Society Students’ Association
   l) Engineering and Management Society
   m) First Year Club
   n) Mechatronics Club

1.3. Each club will receive funding from the MES as set out in the Clubs Funding Policy (see “Financial Policies”, Section K.3.2).

1.4. All clubs shall report to the MES as outlined in the Clubs Funding Policy (see “Financial Policies”, Section K.3.2).

1.5. All club Presidents will be members of the Club Leaders Committee (see “Committees”, Section I.4.3).

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.

2.2. A group may receive funding from the MES by following the procedures set out in “Financial Policies”, Section K.3.3.
2.3. The Groups that are officially recognized by the MES are:
   a) Engineers Without Borders
   b) Women in Engineering
   c) MecVT
   d) McMaster Engineering Hockey
   e) McMaster Engineering Musical
   f) McMaster Engineering Curling Club
   g) Mac Eng Rugby
   h) McMaster Engineering Pumpkin Chuckin’ Club
   i) McMaster Engiqueers
   j) McMaster Heavy Construction Student Chapter
   k) McMaster Rocketry Club
   l) National Society of Black Engineers McMaster Chapter
   m) McMaster Sumobot

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. In order to receive MES funding, teams must have competed in at least one external event the previous year or be approved by the MES council for extenuating circumstances.

3.3. Teams that are officially recognized by the MES are:
   a) Chem E Car
   b) McMaster Formula Electric
   c) McMaster Engineering Concrete Toboggan Team
   d) Solar Car Team
   e) McMaster Mini Baja
   f) PhaseOne
   g) McMaster Engineering EcoCar3

3.4. Team projects should involve the application of engineering design concepts.

3.5. 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) FIRST Robotics Mentorship Initiative
   b) McMaster Fermentation Guild
   c) OSPE Student Club
   d) Water Environment Association of Ontario McMaster Chapter
   e) Mechanical Contracting Association of Hamilton Student Chapter
   f) American Society of Mechanical Engineers McMaster Chapter
   g) McMaster Association for Computing Machinery Chapter
   h) Mac Design League
   i) McMaster Seismic Design Team

4.4. All new affiliates must put forth a motion for recognition by the MES at a Council Meeting
E. 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 Conference and Competitions

2.1. Open Conferences

Open conferences are conferences that any general member of the MES is encouraged to apply for. Delegates for the conferences listed below will be selected by the Delegate Selection Committee (see Section H.3.5).

   a) Canadian Federation of Engineering Students Conference on Diversity in Engineering (CFES CDE)

   b) Engineering Student Societies’ Council of Ontario Professional Engineers of Ontario Student Conference (ESSCO PEO-SC)

Other conferences or events are considered to be open following review by the Vice President External Relations. A subsidy will be determined and provided if approved.

2.2. Closed Conferences

Closed conferences are conferences that are restricted to the President and/or Vice President External Relations and/or another council member at the discretion of the Delegate Selection Committee (see Section I.4.4). The following are annual closed conferences officially recognized by the MES:

   a) Engineering Student Societies’ Council of Ontario Annual General Meeting (ESSCO AGM)

   b) Engineering Student Societies’ Council of Ontario Presidents’ Meeting (ESSCO PM)

   c) Canadian Federation of Engineering Students Presidents’ Meeting (CFES PM)

   d) Canadian Federation of Engineering Students Congress (CFES Congress)

   e) Engineering Student Societies’ Council of Ontario First Year Integration Conference (ESSCO FYIC)
2.3. **Competitions**

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)

2.4. **Other Conferences or Events**

a) Are considered to be open for the Vice President External Relations to review and provide a subsidy if approved.

b) The Vice President External Relations will review any other conference brought forward, for valuable conference content and credible organization.

c) If deemed appropriate, the conference will be advertised for all MES members.

d) Approval is not recurring, and must be reviewed each time the conference is run.

3. **Delegate Requirements**

3.1. **Delegate Selection for Open Conferences**

a) The Vice President External Relations 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 I.4.4) will choose a replacement from the pool of interested applicants – priority shall be considered in the following decreasing order (with conference experience being taken into account): Executive members, Council members, general members.

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 Relations, 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 Relations. 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 number 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).
3.2. **Delegate Responsibilities**  

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

b) The head delegate will hold a meeting with all the delegates and the Vice President External Relations 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. Delegates will compile their notes into a report after the conference, and submit it to the Vice President of External Relations. The Vice President of External Relations will prescribe the length of the report based on the length of the conference and their personal judgement.

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 Relations

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) Keeping delegates informed on their conference report duties, in advance of the conference.

viii) Collecting, compiling, and submitting delegate reports, including a conference summary, to the MES website within one month of the end of the conference. The MES council should be notified upon completion.

4. **Conferences and Competitions Funding**

4.1. **Open Conferences**

Funding for open conferences is defined in “Financial Policies”, Section K.3.4.
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 Relations) to attend ESSCO PM, and for one delegate to attend CFES PM (ideally the Vice President External Relations 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 funding. To be funded for such an event, the candidate(s) must submit the Conference/Competition Funding Application (Appendix V) to Vice President External’s mailbox (at least 2 weeks prior to the conference) and fulfill the requirements outlined in the appropriate MES Sponsorship Checklist (see Appendix R). All applicable funding will be at the discretion of Council, unless stated otherwise below.

b) The following criteria should be used for all evaluations:
   
   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

c) 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.
F. SERVICES

1. Publications

1.1. Approval
All material published in the Plumbline, Frequency, Yearbook and Engineering Handbook must first get unanimous approval from the Editorial Review Committee (see “Committees”, Section I.4.5).

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.
      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 Plumbline 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 AVP Services & Production, 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. Plumbline
The Plumbline 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.
   iii) The Editor(s) and the Associate Vice President Services and Productions should decide on the number of papers printed.
   iv) The paper should be distributed through the BLUE Lounge.
   v) The entire contents of each Plumbline must be reviewed by the Editorial Review Committee to ensure the contents strictly fall within the guidelines of the Editorial Policy (see “Committees”, Section I.4.5, and see “Services”, Section F.1.3).
   vi) The Plumbline must be given to Editorial Review Committee one week prior to being sent to print. The Plumbline 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**

The Frequency is a serious publication that includes information regarding upcoming academic and social events or announcements of the MES and affiliated clubs and teams. Material from other groups can be included, space permitting. Inappropriate pictures such as pictures of substance consumption/abuse will not be printed in the Frequency.

a) Printing and Distribution

i) The Frequency is published quarterly (twice a semester) of the academic year.

ii) The number of copies printed is left at the discretion of the Editor(s) and the Associate Vice President Services and 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.

1.6. **Engineering Handbook**

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

a) Printing and Distribution

i) The Handbook Editor shall ensure that the Handbook is ready for distribution during Welcome Week.

ii) The Handbook Editor and the Associate Vice President Services and 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.

b) The Handbook should include the following components:

i) Front and back laminated covers, illustrated in colour

ii) MES Council email and position list

iii) MES Executive introductions

iv) Class schedule for each term

v) Monthly calendars

vi) Daily planners with MES events printed on appropriate dates

vii) List and description of MES committees and sign up procedures

viii) Page for contact listings
ix) Jokes, poems, drawings, engineering traditions
x) On and off-campus advertisements
xi) Coupons
xii) Annual MES award information
xiii) Introduction to the MES

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 Technology Coordinator is responsible for creating and maintaining the website.

b) Language should be clean unless found in the “Culture” section and the Plumbline (see “Editorial Policy”, Section F.1.3).

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, Plumbline, Frequency, Reports, etc.) and event news.

g) The Information 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 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.

i) By no means will the password to the MES server, mailing list, or any other passwords relevant to the Information 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. MESsenger

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

a) The Vice President Student Life, with the help of the AVP Clubs and Sponsorship, is responsible for compiling a weekly newsletter of MES activities and related information to be sent out to the list.
b) Archives of past MESsenger weekly newsletters are available via the MESsenger web interface.

c) The MES Link will be sent to all Undergraduate Engineering students by the Dean’s office.

d) The integrity of the MESsenger is of the utmost importance; the list must never be abused or used for any other reason than those stated above. The privacy of all subscribers to the list must be respected.

4. **BLUES Lounge**

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

4.1. **Facilities and Services**

a) The following shall be provided in the BLUES Lounge:
   i) Television with cable service (see “Financial Policies”, Section K.8.1)
   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 clean up of their own food.
   iv) Notices of these rules and regulations should be posted in the BLUES Lounge.

c) All facilities shall be maintained and kept in working order by the BLUES Lounge Coordinator (see “Structure & Organization”, Section B.6.1).

5. **Drain**

The Drain is the “store” of the MES. It is the main distribution outlet for McMaster Engineering paraphernalia, tickets to events, and any other items sold on behalf of the MES.

5.1. **Drain Coordinator(s) Responsibility**

a) The Drain Coordinator(s) is responsible for daily operation of the Drain (see “Structure & Organization”, Section B.6.5 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(s) should select students from different years if possible.

iii) All students selected by the Drain Coordinator(s) must sign a contract prior to working in the Drain.

b) Training

i) It is the sole responsibility of the Vice President Finance and Drain Coordinator(s) to educate and train the volunteers. There will be an employee training session offered by the Drain Coordinator(s) which outlines the procedures involved with selling items, and proper sales etiquette and time commitments.

c) Staff Responsibilities

i) Each volunteer is responsible to appear for his/her shift at his/her scheduled time. If any volunteer can not appear during their time the volunteer must give at least 24 hours notice to the Drain Coordinator(s) outlining the reason he or she can not 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(s) is responsible for finding the person or persons involved in the theft. If the guilty party is not found the Drain Coordinator(s) must refer to the inventory check sheet.

c) The Drain Coordinator(s) must report any thefts directly to the President and Vice President Finance.

d) To reduce the amount of theft that can occur, only $250 is allowed to remain in the drain overnight. The Drain Coordinator(s) 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(s) 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(s) 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 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 Advertising Coordinator.
   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) Drain Coordinator(s)
   d) The Co.Orientation Coordinators (From April of each year until 2 weeks after Welcome Week)
   e) Associate Vice President Events

6. MES Office

6.1. Office Use
   The MES Office is for the use of the following MES Council members only:
   a) All MES Executive members
   b) All AVPs
   c) Director of Public Relations
   d) Advertising Coordinator
   e) Frequency Editor
   f) Plumpline Editor
   g) Yearbook Editor
   h) Handbook Editor
   i) Information Technology Coordinator
   j) Drain Coordinator(s)
   k) The Co.Orientation Coordinators
   l) Chief Returning Officer

6.2. Keys, Security and Auxiliary Access
   a) It is secured with a key lock for which only the above Council members will be given a set of keys.
   b) 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.
c) 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 “Services”, Section F.6.1.

d) Any MES members currently serving on the Executives of ESSCO or CFES may be given limited access for ESSCO/CFES business only.

e) Friends or acquaintances of office users are not permitted, under any circumstances, in the office without verbal permission of an Executive member.

f) A contract must be signed by all office users to ensure that the rules stated above are followed (see Appendix E) and must be submitted to Administrator

6.3. Etiquette and Housekeeping

a) 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.

b) At the beginning of the school year, at the end of each semester, and at the end of his/her term of office, the Administrator will conduct an inventory check of the office to ensure archived material is not lost and to check for theft. The MES is not accountable for items not belonging to MES.

6.4. Office Equipment

a) The office contains one computer, printer, telephone, and stationary supply. The computer contains word-processing, spreadsheet, and design software for MES-related work including typing minutes, creating posters, designing newspaper layouts, etc.

b) The Information Technology Coordinator is responsible for the installation and maintenance of office equipment.

c) Only the Information Technology 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) Stationary is purchased as needed by the Administrator for the printer and for MES work only.

7. MES Trailer

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

10. **Storage Room**

Only the President, Vice President Finance, Administrator, Drain Coordinator, Culture Coordinator 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.

11. **McMaster Peer Tutoring Program**

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

11.1. **McMaster Peer Tutoring Program**

The McMaster Peer Tutoring Program is a program developed to provide McMaster students access to academic assistance through the provision of tutors for courses at McMaster at an affordable price. The MES is to maintain its partnership with the SSC unless the MES no longer benefits from the relationship.

a) **Online Coupons**
   i) The Tutoring Program Coordinator will ensure that all MES members pay no more than $5 per coupon, up to a limit of 10 per student per academic term
   ii) More than one voucher may be redeemed per session with a tutor
   iii) Tutors must be able to earn no less than $15 per hour of tutoring.

b) **Tutees**
   i) Tutees must be McMaster Engineering Society members
   ii) Can only purchase vouchers for personal use
   iii) May only purchase 10 vouchers per academic term

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

11.2. McMaster Engineering Society Test Bank
The McMaster Engineering Society Test Bank (MESTB) is a test bank provided by the MES which supplies students with a bank of previous quizzes, midterms and examinations with the approval of the McMaster Faculty of Engineering. The test bank will be hosted on the MES website and will only host material which have been approved by the faculty which include but is not limited to quizzes, midterms and final examinations of professors given that they have not opted out of the MESTB program. The MESTB is overseen by the ARC Coordinator.

11.3. McMaster Engineering Society Textbook Library
The McMaster Engineering Society Textbook Library (MESTL) is a service provided by the society to give students access to textbooks for free in the BLUE Lounge. Textbooks may not be removed from the Lounge. The ARC Coordinator will be contacted to arrange textbook donations to the library.

12. Conference Mail-out
The Conference Mail-out will be an opt-in e-newsletter that is released once a month. The Mail-out will include all internal and external conferences, competitions and workshops. The VP External will be responsible for collecting information pertinent to the Mail-out content, and responsible for ensuring its timely distribution.
G. 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 Frequency.
      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 I.4.2).

   d) New awards (One time or 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 or Executive 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
      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 forms should follow the template in Appendix F.

d) Outstanding Teaching Assistant Award
   i) Up to two awards will be given out each year at the Fireball.
   ii) This award is given to a Teaching Assistant (TA) of an engineering course who has gone above and beyond in order to provide an engaging learning environment for students.
   iii) Nomination form should follow the template in Appendix F.

e) 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 Administration, and the Vice President Academic 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.
   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 for records.

3.3. All donations made by the MES must be reported in the Frequency.
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) The typical order of magnitude of the donation (i.e. $100, $1000, etc.)
H. MEETINGS

1. **General Meetings (SAGM)**
   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. In the absence or declination of the CRO to chair, a vote shall be held to elect a chair with a two thirds majority vote.
   1.5. There shall be no proxy voting at General Meetings.
   1.6. Motions for the General Meeting are due one week prior to the meeting to allow for adequate advertising and review. It is on the discretion of the CRO to accept motions submitted after the deadline.
   1.7. Meeting Agenda is to be posted at least 24 hours in advance of meeting.
   1.8. General Meetings shall be conducted in accordance with the MES version of Robert’s Rules of Order (see “MES Robert’s Rules of Order”, Appendix I).
   1.9. All full members of the MES have the right to vote at MES General Meetings

2. **MES Council Meetings**
   2.1. General
      a) MES Council meetings shall be held once every two weeks for the entirety of both semesters.
      b) Quorum will consist of two-thirds of all voting members as is outlined by the MES policy manual. Unfilled First Year Rep positions shall not count towards quorum until the First Year Election has taken place.
      c) The Administrator 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.
      d) The Administrator must forward all motions for funding to the Vice President Finance at the time of receipt in order to provide time for review.
      e) The Administrator is responsible for recording the minutes of all proceedings of the meeting. If the Administrator is unavailable for all or part of a meeting, another
chosen/volunteered Council member will record minutes in the Administrator’s absence.

f) The Chief Returning Officer shall chair all Council meetings. The President will chair any meetings in his/her absence. Should both the CRO and President decline or are unable to chair, a vote will be held to elect a new chair requiring a two thirds majority.

g) 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).

h) The adoption of the agenda will be motioned at the start of council meetings. Any amendments will be brought forth as motions to amend the agenda during this motion.

i) The Administrator tallies and records any voting on motions. A second counter must confirm the Administrator’s count.

j) At the end of each council meeting before the motion to adjourn there shall be an opportunity for new business to be added to the agenda pending on a two thirds majority vote in favor to add the new business. New business must be in compliance within restrictions of the Policy Manual and Constitution.

2.2. Attendance

a) Attendance at Council meetings is mandatory for all Council members.

b) Any absences must be communicated to the CRO and Administrator 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 CRO)

d) If a Council member misses more than two Council meetings in a single semester without approved excuse, they shall be removed from Council at the discretion of the CRO. The position shall then be open for election or appointment accordingly.

2.3. 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 Administrator no less than 24 hours before the start of the meeting in question. A request to proxy will not be accepted at the start of or during any meeting.

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 unless they are for an approved, non-repeating academic reason, to a limit of 10% of full quorum. If the proxy vote is held by a voting member, that proxy shall not count towards quorum.

g) Each person may only hold one proxy vote per meeting.

2.4. Talking System

a) If you have a new idea/point to bring up in discussion at council meetings, you are to raise your hand and your index finger to be put on the speaker’s list

b) Should you be able to answer a question just asked, you should raise your hand and your index and middle finger to be put on the speaker’s list. Two fingers have priority over new business, but you answer a question asked previously.

c) Should you have a question of clarification, you should raise your hand and raise your pinky finger. This takes precedence over all other speaking list, however it may only be used to seek clarification of something recently said. Also such a question of clarification must be seeking a concise answer.

3. Committee Meetings

Committees shall be responsible for organizing and conducting regular meetings in an efficient and orderly manner (see “Committees”, Section I).

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.
I. COMMITTEES

1. General

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

1.1. 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.

1.2. 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. Definition

a) A Special Committee is a Committee that is appointed to perform a special function that is beyond the authority or capacity of a Standing Committee.

b) A Special Committee must outline of it’s own duties and powers and the procedure for appointing members.

c) Special Committees will be established as seen fit by the Executive, for the purpose of accomplishing goals of the MES.

d) The following Special Committees are recognized by the MES:

   i) Welcome Week Orientation Planning Committee

2.2. Welcome Week Orientation Planning Committee

a) The Orientation Coordinators shall select the members of the Welcome Week Orientation Planning Committee, using an application process and interviewing if necessary.
b) The Orientation Planning Committee members must 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.

c) The purpose of the Orientation Planning Committee is to help the Orientation Coordinators with selecting Welcome Week Representatives and organizing Welcome Week.

d) The Orientation Planning Committee may continue to assist the transition of first year students throughout the year.

e) The Orientation Coordinators and the Planning Committee are responsible for organizing all events related to Welcome Week including:

i) Summer communication to Reps indicating details of the summer bonding activity (Catapult), 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 Orientation Committee will ensure that all activities, as well as the behaviour of the Reps, fall within the Welcome Week Values and Guiding Principles and the guidelines of the Student Success Centre.

g) The Orientation Committee will prepare a budget for Welcome Week activities to be presented at the first council meeting before the summer.

h) The President shall approve the final list of Welcome Week Representatives after the selection process and the final list of Representative names after the naming process.

3. **Ad-hoc Committees**

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

3.2. The Executive shall appoint Chairs for Ad Hoc Committees.

3.3. The Executive will determine the purpose of these Committees in conjunction with the approved Chair for the Committee.

3.4. The Executive will determine the duration of an Ad Hoc Committee’s existence in conjunction with the Chair of that Committee.

4. **Standing Committees**

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

4.1. **Advertising Committee**

a) The Advertising Coordinator 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.

4.2. Awards Selection Committee
a) The Awards Committee is composed of the Administrator, the Vice President Student Life, 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
   iii) Outstanding Teaching Assistant Award

d) The Committee will investigate and publicize other potential award programs open to undergraduate engineering students.

4.3. Club Leaders Committee
a) The Associate Vice President Clubs and Sponsorship shall chair the Club Leaders Committee.

b) Members shall consist of:
   i) Vice President Student Life
   ii) Department Representatives
   iii) Program Representatives
   iv) First Year Representatives
   v) Club Presidents
   vi) Associate Vice President Clubs and Sponsorship

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

d) The Committee will meet at least once per semester.

4.4. Delegate Selection Committee
a) The Vice President External Relations 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 Relations
   ii) The Chief Returning Officer
   iii) The Director of Public Relations
iv) One Council member not attending the conference, selected by the Vice President External Relations

d) The Committee should remain uniform unless a conflict arises from the membership indicated in c), above.

e) The committee shall follow the procedure outlined in section d) when selecting delegates.

4.5. Editorial Review Committee

a) The Associate Vice President Services and 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 F.1.3).

c) The Committee shall consist of the following members selected by the Chair and approved by the Executive Council:


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.

d) The Committee shall assist the AVP Services and Productions with their responsibilities.

e) The Committee shall be responsible for the distribution of MES productions.

4.6. Elections Committee

a) The Chief Returning Officer shall chair the Elections Committee.

b) The Vice President Student Life and a graduating Department Representative, when possible, must sit on the Committee.

c) This committee will fulfill responsibilities as set out in “Elections”, Section C.11.

4.7. macLAB Board of Directors

See macLAB By-Laws in Appendix O for details.

4.8. First Year Club

a) The Associate Vice President Clubs and Sponsorship shall chair the First Year Club.

b) The First Year Club shall consist of the following members:

i) The Vice President Student Life

ii) The Associate Vice President Clubs and Sponsorship

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.
4.9. **Kipling Committee**
   a) The Kipling Coordinator shall chair the Kipling Committee.
   b) The Associate Vice President Events and Vice President Student Life shall sit on the Committee.
   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.

4.10. **Newsletter Committee**
   a) The Frequency Editor shall chair the Newsletter Committee, and it shall consist of the following members:
      i) Director of Sport
      ii) Associate Vice President Administration (MES meetings)
      iii) Vice President Student Life (MES events)
      iv) Associate Vice President Events
      v) Department/Program Representatives (Departmental events)
      vi) Information Technology Coordinator (website)
      vii) Any other undergraduate engineering students
   b) The Newsletter Committee’s purpose is to provide relevant articles for the production of the Frequency to keep engineering students up to date and informed on MES activities.

4.11. **Social Committee**
   a) The Associate Vice President Events shall chair the Social Committee.
   b) The Advertising Coordinator, Fireball Coordinator, Vice President Student Life and Culture Chair 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 Associate Vice President Events.
   e) The Social Committee shall be responsible for the coordination of the following specific events:
      i) Engineering Pubs
      ii) Engineering Road trips
      iii) Fireball

4.12. **Sports Committee**
   a) The Director of Sport shall chair the Sports Committee.
   b) The Associate Vice President Events, Vice President Student Life, 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.
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

4.13. McMaster Engineering Competition Committee
a) The MEC Coordinator will select the members of this Committee.
b) The Committee is responsible for ensuring the success of MEC as a qualifying event for OEC.
c) The structure of the Committee shall be determined by the MEC Coordinator and is to be approved by the VP Academic.

4.14. Culture Committee
a) The Culture Chair(s) shall chair the Culture Committee.
b) The Committee is responsible for assisting the Culture Chair in the running of Santa Hog, the Santa Claus Parade, Pi Day, and any other events organized by the Culture Chair.
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)

4.15. Professional Development Committee
a) The Professional Development Coordinator(s) shall chair the Professional Development Committee
b) The Committee is responsible for assisting in the running of:
i) LinkedIn photoshoots
ii) Professional development workshops
iii) Technical tutorials
iv) Any other initiatives from the Professional Development Committee Chair(s)
c) The Committee shall organize the Professional Development Conference
J. 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


b) See “Committees”, Section I.2.2 for responsibilities of the Welcome Week Orientation Planning Committee.

c) Selection of Welcome Week Representatives:
   i) The Orientation Committee 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 Student Success Center and the Welcome Week Values and Guiding Principles.

d) Welcome Week Rep Suits McMaster Engineering Society
   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.
   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 Superfrosh.
   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 Associate Vice President Events 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 G.1.2).
3. **Eng Fest**

3.1. Eng Fest is held during the second week of classes in September. It is the Vice President Student Life’s duty to organize the event with the assistance of the AVP Clubs and Sponsorship.

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.

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.
K. FINANCIAL POLICIES

1. **Budget**

1.1. The Vice President Finance should present the preliminary budget at the first MES Council meeting of first term. This budget will contain the proposed accounts for the upcoming year and be updated to show any accounts used from May – September.

1.2. The VP Finance should make an effort to consult with the relevant stakeholders when preparing the budget.

1.3. The VP Finance shall motion in the first meeting with the new council in April to approve the Welcome Week and Executive Operations budget so that operations can continue throughout the summer. This cumulative budget shall not exceed the funds reserved for Financial Contingency.

1.4. The Council will approve the budget at the first meeting in September; this approval authorizes the Executive to make necessary expenditures outlined in the budget without further approval.

1.5. Changes to the approved budget:

   a) The council can amend the budget by vote during the year.

   b) Expenditures not outlined in the budget must be approved according to the MES Funding Policies (see “Financial Policies”, Section K.3)

   c) Budgetary changes will be moved via motion accompanied by the following:

      i) Reason for the change

      ii) Why and which budget should be changed to accompany the proposed expenditure

1.6. Reserve funds shall be set according to K.4.3

1.7. Contingency funds shall be set according to K.4.4

2. **Payment Policies**

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

2.2. Expenses of department clubs, as well as MES groups or teams, qualifying and approved for reimbursement will receive their funding via their respective bank account or via cheques written for approved expense reports.
2.3. At the discretion of VP Finance, payment for an invoice shall be done for an approved expense request.

2.4. VP Finance shall ensure that all expenses include sufficient and honest documentation, in accordance with the funding request as mentioned in the Policy Manual.

2.5. Payment for funding requests may be dispensed at the discretion of the MES Executive, prior to the completion of the sponsorship checklist.

2.6. In order to avoid a conflict of interest, cheque signing authorities seeking funding must have their cheques signed off on by other signing authorities OR he/she must have his/her expense report approved by another signing authority.

2.7. Gasoline/mileage reimbursement for eligible travel (determined by VP Finance) expenses will be $0.12 per kilometer. Supporting map data stating total shortest distance travelled must be submitted.

2.8. Any MES Member may access MES financial records during VP Finance office hours.

2.9. The MES credit card shall be used to make advance payments for large expenses or to make large online payments to avoid having MES members or affiliated parties float large amounts of personal money. “Large” is to be determined at the discretion of the VPF.
   a) The VP Finance shall be the only one allowed to use the credit card to pay for online expenses. Regardless of how a purchase is made, the VP Finance shall be the only person to hold custody of the card and its payment information.
   b) The party wishing to have an expense charged to the MES Credit Card shall submit an explanation of what the item is for/how it will be used, and an Expense Report (Appendix H) for the purchase, along with an attached screenshot of the item and its price.

3. Funding Policies

3.1. Other Funding Requests
   All funding requests unlisted under the approved budget must be approved by the appropriate level:
   a) Greater than $1,500: General Meeting majority vote
   b) $501 to $1,500: MES Council majority vote
   c) $500 or less: MES Executive majority vote

3.2. Clubs Funding Policy
   A systematic method for the distribution of MES funds to all recognized department and program clubs, in order to avoid overlap with MSU funding, to encourage continuity for
each club from year to year and to develop accountability to the MES for the funds awarded.

a) Each club is required to submit two packages to the AVP Clubs and Sponsorship of the MES each year: a Budget Proposal Package and a Final Report Package.

b) Unless otherwise written by the Vice President Finance, the Budget Proposal Package will be submitted at least 10 business days before SAGM 1 and will contain:
   i) A budget proposal (following the template provided on the MES website or available from the Vice President Finance)
   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)
   iv) Financial & bank statements of the previous academic year
   v) SAGM proof of funding (Appendix U)

c) Unless otherwise written by the Vice President Finance, The Final Report Package will be submitted at least 10 business days before SAGM 2 and it will contain:
   i) An update of the original proposed budget
   ii) A quantitative 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
   v) Bank statement to support the updated budget
   vi) SAGM proof of funding (Appendix U)

d) The Associate Vice President Clubs and Sponsorship shall review the budget proposals presented and suggest an amount to be awarded to each club. The MES VP Finance will review the suggested funding for each club and decide on the final amount that each club is to receive.

e) 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

f) 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 j) 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 h) below.

g) Clubs not submitting a satisfactory budget to the AVP Clubs and Sponsorship by the deadline for the fall General Meeting shall be penalized one third of their club’s annual allotment.

h) Clubs failing to meet quorum requirements at either General Meeting will not receive the funding allotted for that meeting. (Note: This is not classed as a penalty.)
i) 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.

j) Funds accumulated from penalized clubs will be reallocated into the general 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.

k) Funds will be allocated to each club via cheque from the Vice President Finance. The onus is on each Department Representative to pick up their cheques once notified by email. Failure to deposit these funds by the end of the current academic semester will result in the cheque being deemed null and void by the MES, and not replaceable under any circumstance.

3.3. **Groups and Teams Funding Policy**

A systematic method for the distribution of MES funds to all recognized MES Groups and Teams, in order to avoid overlap with MSU funding, encourage continuity for each group and team from year to year and develop accountability to the MES for the funds awarded.

a) Each group/team is required to submit two packages to the AVP Clubs and Sponsorship of the MES each year: a Budget Proposal Package and a Final Report Package.

b) Unless otherwise written by the Vice President Finance, the Budget Proposal Package will be submitted by July 31st and it will include:
   i) A budget proposal (following the template provided on the MES website or available from the Vice President Finance)
   ii) A list and description of all proposed events for the coming year
   iii) A statement of the group's/team's starting balance (carry-over from the previous year)

c) Unless otherwise determined by the Vice President Finance, the Final Report Package will be submitted at least 10 business days before SAGM 2 and it will contain:
   i) An update of the original proposed budget
   ii) A quantitative 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 group/team (the Vice President Finance will use these figures to propose the following year’s budget)

d) The budget proposals will be assessed according to the following criteria:
   i) Starting balance
   ii) Type and variety of activities offered to students
   iii) Level of activity
   iv) Performance at the competitions they take part in
   v) Level and Sources of Sponsorship
   vi) Level of fundraising activity
vii) Amount of funding requested from the MES  
e) The Associate Vice President Clubs and Sponsorship shall review the budget proposals presented and suggest an amount to be awarded to each group/team. The MES Executives will review the suggested funding for each group/team and decide on the final amount that each club is to receive.  
f) All funding will be dispersed through approved expenses (see “Financial Policies, Section K.2”).  
g) If a Group or Team has not claimed any of their allotted funding by the beginning of second term, they must submit an activities report and progress update to the VPF by January 31st of the year, even if money is spent by the Group or Team during the month of January.  
i) Once these documents are reviewed it is up to the VPF’s discretion to either find the explanations satisfactory, or to arrange a meeting with the Group or Team to discuss their funding going forward.  
ii) If these documents are not received, the Group or Team’s funding will be reallocated to other Groups and Teams.  

3.4. Conference / Competition Funding Policy  
a) Open conferences  
i) The MES will fund 100% of the delegate, transportation and accommodation fees for the head delegate.  
ii) The MES will fund 50% of the delegate, transportation, and accommodation fees for all other delegates.  
b) Closed conferences  
i) The MES will fund 100% of the delegate, transportation and accommodation fees for up to two delegates (ideally the President & Vice President External Relations) to attend ESSCO PM, and for one delegate to attend CFES PM (ideally the Vice President External Relations or President in his/her absence.)  
ii) The MES will fund 50% of the delegate, transportation, and accommodation fees for all other delegates.  
c) Competitions (MEC, OEC, CEC)  
i) The MES will fund 100% of the registration fees for MEC winners to attend OEC and OEC winners to attend CEC.  
ii) Delegates are still eligible to apply for MES funding to partially cover (up to 50%) transportation and/or accommodation costs, if not included in registration fees. This shall be done by a presentation and motion at a council meeting and the decision shall be based on the vote of council.  
iii) OEC / CEC delegates to write an article for frequency and to be published before March 30th.  
d) Other Conferences, Competitions or Events  
i) Conferences/events that are not listed in the Policy Manual are eligible for funding.  
ii) Groups requesting funding in order to attend engineering conferences or competitions must fill out the MES Conference / Competition Application
form (Appendix V) and submit it to the MES VP External Relations mailbox. Applications deadlines will be set on a term by term basis by the Vice President External Relations.

iii) All applicable funding will be at the discretion of the MES Executive, unless stated otherwise below.

iv) The following criteria should be used for all evaluations to approve sponsorship:
   • Delegate / Entrance fees
   • Location of the event
   • Number of McMaster Engineering representatives to attend
   • Length & reputation of the event
   • The degree of effort put into fundraising by the delegates
   • Benefits for the MES

v) The following funding mechanism will be used once the conference or competition has been approved for funding:
   • Delegation is between 1 – 20 students - 50% of the delegate fees, transportation and accommodation up to a maximum of $100 per delegate and 1 head delegate to a maximum of $150, not exceeding $1000 per delegation.
   • Delegation is between 20 – 50 students – 50% of delegate fees, transportation, and accommodation up to a maximum of $75 per delegate and 2 head delegates to a maximum of $150 each, not exceeding $1500 per delegation.
   • Delegation is above 50 students – 50% of delegate fees, transportation & accommodation up to a maximum of $50 per delegate and 2 head delegates to a maximum of $150 each, not exceeding $2000 per delegation.

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

f) MES funding approval (while not preferred) can be given post-event on the condition that the MES Executive has been made aware (in writing) of the event and that MES representatives are attending it. The amount given will still be determined by the above criteria.

g) If the Executive approves funding, the group must submit receipts for all expenses being covered by the MES prior to receiving reimbursement. The delegation must also meet all requirements detailed in the appropriate Sponsorship Checklist for the specific funding level before receiving reimbursement.

h) Inappropriate or unprofessional delegate behavior gives the MES Executives the right to revoke reimbursement.

i) The funding pool is limited and may be exhausted before all delegations apply. The Vice President Finance shall decide whether requests are acceptable and within the limits of the MES Budget.
3.5. **Intramural Funding Policy**

a) The MES will sponsor intramural sports teams composed of at least 80% MES members. Teams shall be reimbursed the percentage of MES members on their roster. If the intramural budget is underperforming the VPF and Director of Sports reserve the authority to lower the mandatory member composition to a minimum of 75% MES members. If this happens there would be retroactive reimbursements to first term teams that had already submitted their funding documents.

b) The MES will fund the cost of registration up to $300, matching the percentage of MES members on the team, not including any required deposits.

c) To receive funding, a team must submit the following items to the Director of Sport:
   i) A full list of the team’s playoff roster, including programs of study and student numbers of each team member, signed by each member of the team, and indicating the percentage of MES members.
   ii) A standard expense report indicating the value of funding which appropriately reflects the percentage of MES members and the deduction of any required deposits.
   iii) 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 Director of Sport will be notified of the budget by Vice President Finance once the budget is approved. The Director of Sport should only approve requests within the limits of the budget.

f) The funding pool is limited and may be exhausted before all team applications. The Vice President Finance shall decide whether requests are acceptable and within the limits of the MES Budget.

3.6. **Special Projects Funding Policy**

a) MES members requesting funding for a special project must:
   i) Submit the MES Special Projects Application (Appendix W)
   ii) Contact the Administrator such that they will be on the agenda for an MES Council meeting.
   iii) Submit a motion to be put forth at the meeting, stating the funding amount being requested and the project for which the funds are being requested.
   iv) Approach and present to the Council the purpose of the project, details of the funds requested, and the proposed benefit to students.
   v) MES Groups / Teams are not eligible for this funding.
   vi) Approval of any project shall require approval from the majority of council.
   vii) For all approved projects, 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.
   viii) The funding pool is limited and may be exhausted before application. The Vice
President Finance shall decide whether requests are acceptable and within the limits of the MES Budget.

4. **Accounts and Cash**

4.1. **Accounts**

   a) The MES shall be the owner of at least:
      i) One account at an outside chartered bank or trust company
      ii) One McMaster University account.
   b) The chartered bank account shall be used for the majority of daily operations such as deposits, purchases and payment of bills.
   c) 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 Student Life of the MES.
   d) 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.

4.2. **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.

4.3. **Reserve Funds**

   a) MES shall maintain selected flexible (no risk) invested account, the sum of which shall constitute a reserve surplus fund. (ECCS Fees held by the MES do not count towards this surplus, see “Financial Policies”, Section K.4.2).
   b) Funds from this reserve shall be used at the discretion of the MES Executives as per Funding Policy outlined in “Financial Policies”, Section K.3.
   c) MES members requesting funding from Reserve Funds must submit a proposal to the Executive.
   d) This fund shall not be used to finance any of the operations mentioned within the operating budget of the fiscal year. (Such as, but not limited to – Social Events, Groups & Teams, Conferences, etc.)
e) For all approved projects, 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.

4.4. **Contingency**

   a) MES recognizes that prudent management of the society’s resources require that the following funds be set aside in order to protect the Society in times of adverse economic condition or where the need for major expenditure may arise:

   b) Operating Contingency (i.e. contingency for the operating budget) to be set to $30,000. The Vice President Finance shall allocate some of the operating contingency funds towards other operating budget as the year goes on and the operating finance risks are low.

   c) Financial Contingency budget shall be set to $70,000. Any expenditure from this budget shall be only done on the discretion of the President and Vice President Finance and should be replenished as soon as possible. This budget shall be treated as Mandatory Retained Earnings, and should be held separate from the MES Operating Budget.

4.5. **Petty Cash**

   a) Petty cash may only 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 $5000.

   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 monthly.

   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.

5. **Student Fees**

5.1. MES student fees are collected yearly with tuition from each undergraduate engineering student by McMaster Financial Services.

5.2. These fees are currently $92.17, of which $45 goes towards Engineering Co-op and Career Services (ECCS).

5.3. All of the funds ($92.17 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.

5.4. The ECCS fees ($45 per student) are paid to the Faculty in the spring (March) following notice of the fees being due.

5.5. An additional $50 voluntary contribution will be collected with Society fees from each undergraduate engineering student for macLAB (see “Awards, Funds, and Donations”, Section G.2.1).

5.6. An additional $50 fee will be collected with Society fees from each undergraduate engineering student for the ExCELI building.

5.7. Fees shall be increased by CPI upon a majority vote by the MES Executive.

6. Accounting

6.1. 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. MES shall employ a bookkeeper on the discretion of the Vice President Finance.

6.2. Records may be kept by use of personal computer accounting software, which is to be available on the MES office computer.

6.3. The Vice President Finance shall have the books balanced at the end of each semester prepared for on demand perusal.

6.4. 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.

7. Endowment Funds

7.1. 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 Academic 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.

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.

8. Other Services

8.1. Cable Service
Cable service for the television in the BLUE Lounge shall be sustained and paid for by the Vice President Finance. This service shall be maintained during the summer.

9. Taxation

9.1. 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 Harmonized Sales Tax (HST) to the Canada Revenue Agency (CRA).

9.2. HST returns shall be filed with the Canada Revenue Agency on a quarterly basis.

9.3. The MES pays HST to the CRA on:
   a) Drain merchandise sales
   b) Social events revenues
   c) Frosh week merchandise sales
   d) Advertising revenue from publications

9.4. The MES claims Input Tax Credits for HST on:
   a) Drain merchandise expenses
   b) Social events expenses

9.5. It is the responsibility of the VP Finance to keep records of HST paid and ITC’s claimed, and to file reports to the CRA on or before they are due.

10. Honoraria & Awards

10.1. The MES Executive may choose to honor Groups, Teams, Department Clubs, Council members, Executive members or the President in any given year as they see fit, by way of awards or gifts.

10.2. Purchase of these gifts must have approval from the appropriate level of Council (see “Financial Policies”, Section K.3.1).

11. Contracts and Paid Positions

11.1. The paid positions on the MES are the Information Technology Coordinator, BLUE Lounge Coordinator, Drain Coordinator(s) and Administrator. These positions are appointed and receive $150 per term of work.
11.2. The above-mentioned positions must sign a contract agreeing on the terms of work (see “Paid Position Contract”, Appendix D).

11.3. 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.

11.4. The Executive reserves the right to terminate a contract if it deems the position holder to be in breach of his/her contract.

12. **Donations**

12.1. 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.

12.2. Proof of donation must be provided to the Vice President Finance for records.

12.3. All donations made by the MES must be reported in the Frequency magazine.
APPENDIX A – McMaster Engineering Society Org Chart
APPENDIX B – Drain Volunteer Responsibility Contract

Hours
As a Drain volunteer, I agree that the store must have operating hours to be successful, and that as a volunteer, I am part of the team that is responsible for this success. As such, I agree to the following:
1. Each volunteer is responsible to appear for 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, in the following order:
   a. The Drain Coordinator(s)
   b. VP Finance
   c. MES President
2. When closing the Drain, the operator should take note that there is not more than $150 in the till. Anything in excess of $150 should be placed in an envelope, sealed, signed and dated along with the amount enclosed. This envelope should then be deposited in the safe in the MES office.
   a. If an office key is unavailable, the operator should try calling the Drain Coordinator(s) then, if unavailable, a member of the MES Executive.
3. The operator will never leave the Drain unattended by anyone who has not signed a contract, and who is not in good standing (a 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, via regular inventory checks and consolidating the Square sales records. A record of ticket sales is to be kept on the event sheet provided by the AVP Events.

Product/Drain Maintenance and Organization
As a Drain volunteer, I agree that others would like to be able to find merchandise quickly and conveniently. This means keeping the Drain in reasonable order. As such, I agree to the following:
1. All garbage/recyclables shall be thrown out appropriately before leaving the Drain
2. Handling merchandise in the Drain in an orderly fashion (i.e. placing it back correctly)

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

X_______________________ X_______________________ X_______________________
The Ever-helpful Volunteer Witness Drain Coordinator

_______________________
Date
APPENDIX C – MES Elected Position Nomination Form

We, the undersigned, wish to nominate ____________________________________________ (full name) for the position of ___________________________________________________________. (position title)

Candidate Information:
Program and Level: ___________________ Student Number: ___________________
Email Address: _____________________ Phone Number: ______________________

<table>
<thead>
<tr>
<th></th>
<th>Full Name</th>
<th>Student Number</th>
<th>Signature</th>
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Important Notes:
- 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.
- For First Year Representatives only students in first year of Eng 1, B-Tech or Comp Sci may nominate you.
- Only MES members can nominate you.
- If you have any questions, contact the CRO at cro@macengsociety.ca.
I, ________________ stipulate that I am eligible for the position of ________________, and if elected/appointed I will satisfy the following criteria required of me:

- I have read all sections of the 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, specifically:
  - 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.

Candidate
Full name: ________________________   Signature: _______________   Date: ____________

Witness
Full name: ________________________   Signature: _______________   Date: ____________

Please submit these completed forms to the mailbox of the CRO before the end of the advertised nomination period.
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 – SUBSTITUTE INVOICE FORM

The purpose of this form is to act as a substitute for a receipt or invoice if one is not provided for a transaction (e.g. a cash transaction at a farm). This form should be submitted in lieu of the receipt or invoice along with the appropriately completed Appendix H – Expense Report.

*Please print clearly and fill in all fields necessary

Location of transaction: __________________________________________________________

Method of payment: ________________________________  Date: ______________________

Buyer’s name: ___________________  Buyer’s email: _____________________________

Vendor’s name: ___________________  Vendor’s email: ____________________________

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<thead>
<tr>
<th>Item</th>
<th>Item Description</th>
<th>Price</th>
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</table>

TOTAL:

Additional Notes:

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

_________________________________  __________________________________________
Buyer                                           Vendor
APPENDIX F – Fireball Awards

Image of an Engineer Nomination Form

I wish to nominate __________________________ for the Image of an Engineer Award.

This award is presented to students who contribute to the image of an engineer by doing volunteer work, community work, or by participating in clubs, on sports teams, or in the area of arts, music, etc. Grades are not a factor in the selection for this award.

I believe this person should be nominated because:

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Name: __________________________ Signature: __________________________
Email: __________________________ Phone number: __________________________

Please drop this completed form in the Administrator mailbox located in the BLUE Lounge (JHE 121). Nomination period ends exactly one week prior to the Fireball.
Faculty Appreciation Nomination Form

I wish to nominate __________________________ for the Faculty Appreciation Award.

Department: _______________________ Course(s): ___________________________

This award is presented to an engineering faculty member (professor, lab technician, advisor, etc.) who has gone above and beyond in order to provide an engaging learning environment for students. **You do not need to be in the same department as the faculty member in order to nominate them.**

I believe this person should be nominated because:

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Name:______________________________ Signature:______________________________
Email:______________________________ Phone Number:_________________________

Please drop this completed form in the Administrator mailbox located in the BLUE Lounge (JHE 121), or email an electronic copy to public_relations@macengsociety.ca.
Outstanding Teaching Assistant Nomination Form

I wish to nominate __________________________ for the Outstanding Teaching Assistant Award.

Department: _______________________ Course: _____________________________

This award is presented to a teaching assistant in an engineering course who has gone above and beyond in order to provide an engaging learning environment for students. **You must have taken the course with the nominated TA within the last 12 months.**

I believe this person should be nominated because:

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Name:______________________________ Signature:____________________________
Email:_____________________________ Phone Number:________________________

Please drop this completed form in the Administrator mailbox located in the BLUE Lounge (JHE 121), or email an electronic copy to public.relations@macengsociety.ca.
APPENDIX H – Expense Report

MES Sponsored Service

*Please print clearly and fill in all fields necessary.

Name: __________________________  Email: __________________________

Make cheque payable to: __________________________  Phone: __________________

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

<table>
<thead>
<tr>
<th>Receipt Number / Description</th>
<th>Subtotal Claimed</th>
<th>HST</th>
<th>Total Claimed</th>
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</thead>
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</table>

Totals:

Please attach all relevant receipts to this form and submit to the VP Finance mailbox in the Engineering Lounge – JHE 121

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

Signature: __________________________  Date (dd/mm/yy): ___/___/___

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

Thank you,

Vice President Finance
McMaster Engineering Society

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Budget Account</th>
<th>Total Funded</th>
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<table>
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<tr>
<th>Cheque #</th>
<th>Date</th>
<th>Signature</th>
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</table>
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. The MES follows its own version of Roberts Rules of Order as outlined below.

ELEVEN 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 Voting members of Council are equal and their rights are equal. These rights are:
   • To attend council meetings
   • To speak
   • To submit motions
   • To move motions
   • To nominate
   • To vote
   • To cede rights to others

3) All Non-Voting members of Council are equal and their rights are equal. These rights are:
   • To attend council meetings
   • To speak
   • To submit motions
   • To cede rights to others

4) All MES members are equal and their rights are equal. These rights are:
   • To attend council meetings
   • To speak

5) The Chair has the following powers:
   • To speak when clarification is necessary
   • To decide speaking order
   • To count votes
   • To interpret the Policy Manual and Constitution
   • To recognize members
   • To decide what is in order
   • To remove members from council dependent on a two thirds majority vote of council.

6) The Rights of MES Supersede the Rights of Individual Members: Should a conflict arise between the rights of the MES and the rights of a member, the rights of MES prevail.
7) Quorum must be present at Council to do business. Quorum shall account of half of all voting members of council as outlined by the Constitution, unless otherwise stated in the Policy Manual or Constitution.

8) Silence is consent: those who do not vote agree to go along with majority vote by their silence.

9) One Question at a Time & One Speaker at a Time: Only one speaker recognized by the chair has the right to talk.

10) Personal remarks are always out of order, the chair withholds the right by a 2/3 majority to remove members from meetings in failing compliance with this rule.

11) If there is ever a dispute on a decision/interpretation the chair has made any voting member on council may move to challenge the chair & their decision. This motion which would require a seconder, would open up discussion to the floor about the decision/interpretation. Each member will be allowed to speak once to the decision closing with the chair defending their decision/interpretation. Following the chair’s closing statements there shall be a vote, if there is a 2/3 majority in favor of overruling the chair’s decision/interpretation, the chair will accept the decision as their own and move onwards or the chair will be required to relinquish the chair.

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 organization. They are the decisions to commit actions on behalf of the organization.

- All main motions must be submitted to the secretary at least 24 hours before meetings.

- A main motion brought toward the MES will be read to the Council by the Chair.

- A main motion must be seconded in order to proceed to presentation and/or debate.

- Movers and seconders may make a short presentation outlining the action, event, or business.

- Debate is struck. Anyone with an opinion or question to the presenters must raise their hand in order to speak. The Chair recognizes members who wish to speak by stating their names. In the case of multiple speakers, a cue will be established and decided by the Chair.

- Debate should continue as long as members wish to discuss the question unless the Chair has put the question to a vote or secondary motions have been adopted to either limit or close debate.

- When a main motion is put to question, the Chair again restates the motion. Voting members are instructed to raise their hand when those in favour, opposition, or abstention are called by the Chair, opposition and abstentions are to be noted by name.
Voting results are counted by the Chair and Administrator and the results on the main motion is announced to the Council.

All motions must be in compliance with the MES’s Constitution and Manual as interpreted by the Chair.

Secondary Motions

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

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

<table>
<thead>
<tr>
<th>THE RANKS OF SECONDARY MOTIONS</th>
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<tbody>
<tr>
<td>CALL TO QUESTION</td>
</tr>
<tr>
<td>LIMIT OR EXTEND LIMITS TO DEBATE OR QUESTIONS</td>
</tr>
<tr>
<td>POSTPONE TO A SPECIFIC TIME</td>
</tr>
<tr>
<td>COMMIT OR REFER</td>
</tr>
<tr>
<td>AMEND</td>
</tr>
<tr>
<td>MAIN MOTION</td>
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</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>To Do This</th>
<th>Motion</th>
<th>You Say This</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Wording of Motion</td>
<td>Amend</td>
<td>“I move to amend the motion by…” (Adding, Striking Out, Substituting)</td>
<td>Majority</td>
</tr>
<tr>
<td>Send to Committee</td>
<td>Commit</td>
<td>“I move that the motion be referred to…”</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone Action</td>
<td>Postpone Definitely</td>
<td>“I move that the motion be postponed to…”</td>
<td>Majority</td>
</tr>
<tr>
<td>Limit Debate or Questions</td>
<td>Limit Debate Or Questions</td>
<td>“I move that debate be limited to…”</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>End Debate</td>
<td>Call to Question</td>
<td>“I move to call the question.”</td>
<td>Two-thirds</td>
</tr>
</tbody>
</table>

Amend

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

a) To add words or phrases.
b) To strike out words or phrases.
c) To substitute by
   i. striking out and inserting words;
   ii. substituting an entire motion or paragraph.

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

Commit

To commit a motion sends the main motion on the floor to a committee so that it can be carefully studied and put into proper form for the Council to consider and bring back the main motion to council with a report of their findings.
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
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 (“Why should the MES donate these items?”):
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Specific Items/Quantities Requested:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
APPENDIX N – McMaster Engineering Society Projector Policy

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

The contents of the MES projector bag are as follows:
1 Acer DLP H5360 Projector
1 Projector Power Cable
1 VGA Computer Cable
1 Video Component Cable
1 Projector Remote

MES Projector Usage Guidelines

- The borrower should at no time be under the influence of alcohol, illegal substances or pharmaceutical products that may influence motor control or mental acuity while using the projector.
- The borrower accepts financial liability for the projector and all accessories, should they cease to work as a result of their use.
- The borrower agrees to leave a $150.00 deposit with the MES prior to receiving the projector.

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

______________________  ________________  __________________
Signature              Witness           Date
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 Academic; or one (1) student appointed by the MES President, MES VP Academic, 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)
- Engineering & Management
- Engineering & Society
- Bachelor of Technology (B.Tech)

MES President
MES VP Finance
MES VP Academic (if not already a member)
Dean and/or Associate Dean of Engineering
Faculty Director of Finance / 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 Academic would like to occupy the Chair position, the student will submit their intent to the MES President, MES VP Academic, 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.

(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.

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.

(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 and bachelor of technology 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.

(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 who correctly complete 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.

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.

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.
I, ______________________, take full responsibility for the safekeeping and proper operation of the McMaster Engineering Society (MES) digital video camera and/or DSLR camera and all of the accessories included with it. Proper operation includes abiding by the MES usage guidelines listed below. I will be renting the following (Please check the box(es) that apply):

- [ ] Digital Video Camera
- [ ] DSLR Camera

The MES digital video camera bag contains:
- 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 UC-E17 USB cable
- 1 AN-DC1 strap

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

MES Digital Video Camera and DSLR Camera Usage Guidelines

- A deposit of $100 (digital video camera) or $150 (DSLR camera) will be given to the Vice President Finance or AVP Services & Productions prior to rental of the asset.
- Upon return of the camera, the Vice President Finance or AVP Services & Production will assess the condition of the camera and all additional parts listed above relative to the state it was in when lent out. If any damages have been incurred which amount to less than the deposit, the remaining deposit will be returned.
- The camera operator should at no time be under the influence of alcohol, illegal substances or pharmaceutical products that may influence motor control or mental acuity.
- All persons being filmed or photographed must be aware that photography is taking place and measures must be taken to ensure that the photographed individuals provide consent and release.
- Measures must be taken to ensure that footage can be edited to remove any party who does not provide or withdraws their consent to be filmed or photographed.
- Pictures and film being taken must be appropriate for the event for which the camera is rented (i.e. nudity, consumption of illegal substances, nefarious activities or violation of copyright laws are strictly prohibited from being recorded).

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

____________________  ______________________  ______________________
Signature              Witness                Date
To be considered for this position, please submit a completed application form and a copy of the candidate’s resume to the VP Finance mailbox in the BLUE Lounge, JHE 121.

**Candidate Information**

Full Name: ___________________________  Student Number: __________________
Email Address: ________________________  Phone Number: ____________________
Program & Level: ______________________
Position Sought: ________________________

Why are you the best candidate for this position?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

What do you hope to achieve during your term, if appointed?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

What will you personally gain by holding this position?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Please list any relevant experience below.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Any questions? Contact the Chief Returning Officer at cro@macengsociety.ca
APPENDIX R – Sponsorship Checklist

To ensure accountability and transparent spending within the McMaster Engineering Society, each team, group and club requesting funding from the MES must complete the following Sponsorship Checklist. This is to ensure that the funding given to the respective team/group/club is spent responsibly and it helps the MES measure the benefits obtained by its members.

If you are requesting:

☐ Less than $300 for your team/group/club, you are required to make a brief presentation at a MES executive meeting, along with submitting a completed Sponsorship Checklist.

☐ Up to $1000 for your team/group/club, you are required to make a brief presentation at a MES council meeting, along with submitting a completed Sponsorship Checklist.

☐ More than $1000 for your team/group/club, you are required to make a brief presentation at one of the Semi Annual General Meetings (SAGM I or II), along with submitting a completed Sponsorship Checklist.

The following items must be completed prior to and/or attached to the Sponsorship Checklist upon the collection of funding:

☐ A short report detailing what the purpose of the team/group/club, the goals that you wish to reach in the academic year, how the team/group/club benefits the members of the MES and how the requested funding will help fulfill these.

☐ A detailed members list must be completed and submitted to VP Finance prior to the presentation requesting funding. This list must include member’s full names, faculty and/or engineering stream, student number, e-mail address and optionally phone number. They may be contacted to verify membership. (Note: this list is not to be mistaken with a mass e-mail list; it must be names of active members associated with the team/group/club)

☐ A detailed budget, outlining expenses, any sources of income (MES, external sponsors, membership fees, etc) and total revenue/deficit.

☐ As proof of spending, a completed expense report with accompanied receipts is mandatory. For expenses above $50, two (or more) quotes must be given (this excludes any expenses purchased through external sponsors). The expense reports can be found in the VP Finance mailbox or in Appendix H of the policy manual.

☐ As with any sponsor, your team/group/club is required to be branded with the MES logo (see top right hand corner of this document). The vector file is available from the Administrator. The dimensions and placement can be discussed with the MES executive council.
If your funding is above $1000, you must provide the Frequency editor with an article relating to your request/group/team for publication.

Please return the completed Sponsorship Checklist to the VP Finance’s mailbox, located in JHE 121.

All funding requirements on the Sponsorship Checklist for the specific funding level must be met by April 30th of the academic year in which funding is requested.

If you have questions, please contact avp.clubs@macengsociety.ca
APPENDIX S – McMaster Engineering Society Tent Policy

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

The contents of the MES Tent Case are as follows:
1 10’x 15’ Steel Frame
1 Canopy
1 Wheeled Storage Bag
10 Ground Pegs with carrying case
1 Instruction Manual

MES Tent Usage Guidelines
• A cash or cheques deposit amounting to $150 will be given to the AVP Services & Productions prior to the use of the Tent.
• Only MES approved Department Clubs, Groups and Teams are allowed to request use of the tent.
• Upon return of the Tent, the AVP Services & Productions will assess the condition of the tent and all additional parts listed above relative to the state it was in when lent out. If any damages have been incurred which amount to less than the deposit, the remaining deposit will be returned.
• In the case where damages have been incurred, those responsible will be given an opportunity to remedy said damages for a period of time deemed appropriate by the Executive Council.
• The party signing out the Tent will not have the authority to lend the Tent to any individual or group not considered to be a part of their party.
• Setup and teardown of the Tent shall follow the instructions detailed in the instruction manual.
• The Tent shall not be left unattended at any event or program.
• There should be no persons or otherwise hanging from the internal supports of the Tent.
• Adhering signs to the legs or canopy of the tent with tape is prohibited.
• There will be no food cooked under the Tent.
• If subjected to rain or snow the canopy must be properly cleaned and dried before being returned to the custody of the MES.
• The Tent will be picked up and returned to the MES storage locker at a time predetermined between AVP Services and Productions and the party involved. During this time the Tent will be considered to be under the responsibility of the party.

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

Deposited Amount: __________

Signature ___________________ Witness ___________________ Date ________

APPENDIX T – McMaster Engineering Society Wireless Radio Policy

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

The contents of the MES wireless radio bag are as follows:
1 wireless radio main body
   (Includes AA Battery)
1 Antenna
1 Mouth piece
1 Charging block
1 Instruction page

Number of wireless radios rented: __________________________
Start date of rental: ____________  End date of rental: ________________

MES Wireless Radio Usage Guidelines

• The borrower should at no time be under the influence of alcohol, illegal substances, or pharmaceutical products that may influence motor control or mental activity while using the wireless radio.
• The borrower accepts financial liability for the wireless radio and all accessories should they cease to work as a result of their use and agrees to reimburse the MES the value of the wireless radio.
• A cash or cheque deposit amounting to $100 per wireless radio will be given to the Associate Vice President Services and Productions prior to the use of the wireless radio.
• Upon the return of the wireless radio, the Associate Vice President Services and Productions will assess the condition of the wireless radio and all additional parts listed above relative to the state it was in when lent out. If any damages have been incurred which amount to less than the deposit, the remaining deposit will be returned.
• If damages have been incurred, the individual responsible will be given an opportunity to remedy said damages for a period of time deemed appropriate by the Executive.
• The wireless radio shall not be used to facilitate any 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 wireless radio as presented above.

________________________  __________________________  __________________________
Signature                Witness                        Date

Note: please remove battery from wireless radio after each use.
# APPENDIX U – MES Department Club Funding

## MES Department Club Funding

### SAGM 1 - Date: ________

<table>
<thead>
<tr>
<th>Department Club Name:</th>
<th>________________________________</th>
</tr>
</thead>
</table>

*Please fill out the form and attach all the documents listed below and submit it to the AVP Clubs & Sponsorship mailbox in the Engineering lounge – JHE 121. All these documents with the signed form must be submitted at least 10 days before SAGM I.*

- [ ] PROPOSED BUDGET (Template provided by MES VP Finance)
- [ ] EVENT SUMMARY SHEET (Proposed Events, Timeline, Description)
- [ ] STATEMENT OF THE CLUB'S STARTING BALANCE (Carry-over from the previous year)

**MES Department REP (Name & Signature) ________________________________**

**Department Club President / VP Finance (Name & Signature) ________________________________**

**MES AVP Clubs & Sponsorship (Signature) ________________________________**

**Funding Amount: _______ MES VP Finance (Signature) ________________________________**

## MES Department Club Funding

### SAGM 2 - Date: ________

<table>
<thead>
<tr>
<th>Department Club Name:</th>
<th>________________________________</th>
</tr>
</thead>
</table>

*Please fill out the form and attach all the documents listed below and submit it to the AVP Clubs & Sponsorship mailbox in the Engineering lounge – JHE 121. All these documents with this signed form must be submitted at least 10 days before SAGM II.*

- [ ] CLOSING BUDGET (Update of the original proposed budget)
- [ ] DISTRIBUTION OF MES FUNDS (Quantitative Description of where MES funds were used)
- [ ] EVENT SUMMARY SHEET (Event name, Date, Description, Comments)
- [ ] FUTURE RECOMMENDATIONS

**MES Department REP (Name & Signature) ________________________________**

**Department Club President / VP Finance (Name & Signature) ________________________________**

**MES AVP Clubs & Sponsorship (Name & Signature) ________________________________**

**Funding Amount: _______ MES VP Finance (Name & Signature) ________________________________**
APPENDIX V - McMaster Engineering Society Conference / Competition Funding Application

Applicant Details

Name: ______________________  Applying as: [ ] Individual  [ ] on behalf of a delegation
(if applying on behalf of delegation, the applicant must be the head delegate.)

Email ID: ______________________  Contact Number: ______________  Number of Delegates: _______

Conference / Competition Details

Name of the Conference / Competition: _______________________________________________________

Location of the Conference / Competition: __________________________  Date(s): ______________________

Delegate Cost: $_______  What does it include?  [ ] Accommodation  [ ] Travel  [ ] Only Delegate Fees
(If not included in Delegate Cost)

Accommodation: $_________  Travel: $_________  Method of Transportation: ______________________

Select what applies to you: -

[ ] Delegation is between 1 – 20 students - 50% of the delegate fees & transportation & accommodation up to a maximum of $100 per delegate and 1 head delegate to a maximum of $150, not exceeding $1000 per delegation.

[ ] Delegation is between 20 – 50 students – 50% of delegate fees, transportation & accommodation up to a maximum of $75 per delegate and 2 head delegates to a maximum of $150 each, not exceeding $1500 per delegation.

[ ] Delegation is above 50 students – 50% of delegate fees, transportation & accommodation up to a maximum of $50 per delegate and 2 head delegates to a maximum of $150 each, not exceeding $2000 per delegation.

Please attach the following documents to this application: -

1) Proof of delegate costs (and what it includes) from the conference website / email from the organizer.
2) If accommodation/travel are not included in the delegate cost, please provide 3 quotes of the different options.
3) Any other fundraising efforts made by the individual / delegation / team.
4) Delegate Code of Conduct (MES Policy Manual – Appendix K) for each and every delegate

Please attach all the relevant documents to this application and submit it to the VP External mailbox in the Engineering Lounge - JHE 121

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

Signature: ______________________  Date: ______________________

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

Thank you,

Vice President External Relations
McMaster Engineering Society
Select what best applies to your request:

- [ ] Finance / capital purchase (Long Term Investment)
- [ ] Miscellaneous one-time events
- [ ] New club/team/group
- [ ] Other __________________________

### Applicant Details

Name: ___________________________  MacID: __________________  Contact Number: __________________

Number of project organizers: _______  Estimated number of students impacted by the project: _______

### Project Details

Project Name: __________________________

Length of Project: __________  Project Start Date: ___________  Project End Date: __________

Total Expenses: $__________  Total Amount requested from MES: $ _____________

Please attach a document/presentation to this application addressing the following:

1) Full Project description
2) How does this project enhance student life?
3) List of all the organizers / executives involved in the project
4) Detailed budget for the project
5) Other fundraising efforts planned to support the project

---

*Please attach all the relevant documents to this application and submit it to the VP Finance mailbox in the Engineering Lounge - JHE 121*

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

Signature: ___________________________  Date: ________________

After submitting the application, please email avp.administration@macengsociety.ca with a brief presentation about the project so that you can be added to the agenda for the next MES Council Meeting.

Thank you,

Vice President Finance

McMaster Engineering Society
APPENDIX X – Board of Advisors Terms of Reference

Objective
The Board of Advisors exists to provide strategic guidance and a thoughtful sounding board for the McMaster Engineering Society (MES) Executive and other Society members as appropriate.

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

Membership
The Board will consist of 8 members with staggered terms to ensure a regular turnover. Some members shall be selected based on their position within a particular faction (i.e. the Faculty of Engineering), and others shall be selected based on their proven commitment and passion for the MES.

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

The Board of Advisors shall be comprised of the following members:
 I. Associate Dean of Engineering (Academic)
 II. Manager of Alumni Relations & Youth Programs Office
 III. Faculty of Engineering Faculty Member
 IV. Faculty of Engineering Staff Member
 V. 4 x Engineering Alumnus

The Board of Advisors shall have the following ex-officio members:
 I. The Former MES President

The previous MES President shall be invited as an observer in order to help facilitate transition from year to year.

Members of the board shall:
 I. Be selected to provide the mix of expertise necessary to best guide the Executive towards the Society’s Mission Statement.
 II. Serve in their individual capacity, regardless of their relationship with a specific faction (i.e. their employer) for a renewable term of two years.
 III. Participate in at least one meeting per year.
 IV. Be appointed solely by the MES President in the year that a board member’s term expires.

Meetings
Board of Advisors meetings shall:
 I. Occur at least twice per year, typically once in each semester. One meeting will serve as a transition meeting with both incoming and outgoing MES Executive members present. Additional meetings may also be held under special circumstances.
 II. Be located on McMaster University campus.
III. Have a quorum consisting of at least 50% of the Faculty of Engineering representatives and 50% of the alumni representatives.
IV. Be organized by the Manager of Alumni Relations & Youth Programs Office.
V. Have minutes taken by the MES Vice President Finance

Responsibilities
The Board of Advisors will:
I. Meet with the MES Executive to review progress, address strategic questions, and plan for the upcoming year.
II. Assist transitions between incoming and outgoing Executives by maintaining knowledge throughout the years.
III. Guide the Executive towards all of the Society’s long-term goals.
IV. Represent the Society’s best interests across campus and in industry.
V. Act as stewards of the MES Mission Statement to help ensure that the Executive is appropriately advancing its mission.
VI. Engage in a reflective, self-evaluative process to improve board effectiveness.
VII. Act as a spokesperson on behalf of the Society, which could include being profiled on the Society website and in other communication as a Board of Advisors member.
VIII. Declare any individual conflicts of interest to the President.
IX. Ensure the next meeting is planned at an appropriate time.
APPENDIX Y – Photographer Contract

Photographer’s Name: ____________________  Event name: ____________________

Amount paid to photographer: $___________  Event date: ____________________

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

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

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

_________________________________  ______________________________________
Name (Photographer)  Name (VP Student Life)

x_________________________________  x_________________________________
Signature  Signature