

McMaster Engineering Society

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Bylaws



McMaster Engineering Society – Bylaws

PREAMBLE

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

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

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

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

Last updated: September 26, 2020 by Alex Moica



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A. DEFINITIONS & ABBREVIATIONS

<u>Term</u>	<u>Definition</u>
MES	McMaster Engineering Society
MSU	McMaster Students Union
MEC	McMaster Engineering Competition
ECCS	Engineering Co-op and Career Services
VPSL	Vice President, Student Life
VPX	Vice President, External Relations
VPA	Vice President, Academic
VPF	Vice President, Finance and Administration
VPC	Vice President, Communications
AVPE	Associate Vice President, Events
AVPAR	Associate Vice President, Academic Resources
AVPCS	Associate Vice President, Clubs and Services
WW	Welcome Week
Co-OC	Co-Orientation Coordinators
FYEC	First Year Experiential Conference
MES Member	As defined by the MES Constitution
Ex-Officio	Honorary member by status or position
Ex-Officio	Honorary member by status or position

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:

- Be ultimately responsible for maintaining the integrity of the MES.
- Enforce compliance with the Constitution, By-laws, Policy Manual, and regulations of the MES.
- Supervise all activities of the MES and its affiliated committees.



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- d) Responsible for assisting in the development of goals for MES Council members, and actively tracking those goals for the duration of their term.
- e) Serve as a MES representative on the following committees:
 - a) President's Council of the McMaster Students Union (MSU)
 - b) Faculty of Engineering Committees (Faculty committee)
 - c) macLAB Board of Directors
- f) Be an ex-officio member of all standing MES Committees, except those to which they have been duly appointed.
- g) Be responsible for approving any activities on behalf of the MES and ensuring they comply with Environmental and Occupational Health and Safety Services
- h) Arrange and facilitate monthly meetings with the Dean of Engineering to ensure each party is familiar with relevant issues and activities.
- i) Ensure MES Board of Advisors meetings are held bi-annually
- j) Be responsible for selecting President's Award recipient(s)
- k) Actively promote interaction and communication between the MES, MES Clubs and Teams, MSU, the Engineering Student Representative Assembly caucus and Senate Representatives.
- l) Supervise the following positions:
 - a) Vice President, Academic
 - b) Vice President, External Relations
 - c) Vice President, Finance & Administration
 - d) Vice President, Student Life
 - e) Vice President, Communications
 - f) Chief Returning Officer
 - g) Culture Coordinator(s)
 - h) Co-Orientation Coordinators
 - i) Equity and Inclusion Officer
- m) Develop both a short and long-term plan to encourage new initiatives and uphold traditional activities, as well as reviewing the current activities of the MES.
- n) Be responsible for the long term plan
 - a) Facilitate the implementation of the long term plan strategies
 - b) Facilitate the collections of the long term plan metrics
 - c) Develop new strategies and metrics with the MES council and the Board of Advisors

1.2. Vice President, Student Life

The Vice President, Student Life shall:



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- a) Act as the President in all capacities in the latter's absence.
- b) Serve as a member of the following committees:
 - i) Elections Committee (see MES Bylaws Section D.4.6)
 - ii) Awards Selection Committee (see MES Bylaws Section D.4.2)
 - iii) Sports Committee (see MES Bylaws Section D.4.12)
 - iv) First Year Committee (see MES Bylaws Section D.4.8)
 - v) Hatch Operations Committee (Faculty committee)
- c) Be an ex-officio member of all MES Committees except those to which they have been duly appointed.
- d) Supervise and act on internal matters such as communication, transition and reports.
- e) Assist the VP Academic in the planning of Back2School Week (the week following Welcome Week), and shall organize Hatch Open House as part of Back2School Week with assistance from the AVPCS.
Coordinate and organize events for Frost Week.
- f) Work with the AVPCS and AVPECS to gather content for the MESsenger, and send it to all undergraduate engineering students on a weekly basis.
- g) Supervise the activities and initiatives of the Department, Program, and First Year Representatives.
- h) Be responsible for approving any interfaculty morale boosting activities on behalf of the MES.
- i) Liaise with Environmental and Occupational Health and Safety Services and ensure all MES social activities abide by its guidelines.
- j) Review changes made to the Policy Manual.
- k) Report to the President.
- l) Supervise the following positions:
 - i) Associate Vice-President Clubs & Services
 - ii) Associate Vice-President Events
 - iii) Gerald Hatch Centre Student Coordinator
 - iv) First Year Experiential Conference Coordinator(s)
- m) Arrange a meeting over the summer with the AVPE, Co-OC, and other Social and Bus Monitor Committee members at the VPSL's discretion, to discuss the protocol for handling incidents that occur at MES events. The results of this meeting will be presented at the first MES council meeting in September, including an explanation of policy for all aspects of MES events.



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1.3. Vice President, External Relations

The Vice President, External Relations shall:

- a) Liaise and review affiliations with all student and professional organizations, foremost:
 - a) Professional Engineers of Ontario (PEO)
 - b) Engineering Student Societies Council of Ontario (ESSCO)
 - c) Canadian Federation of Engineering Students (CFES)
 - d) Ontario Society of Professional Engineers (OSPE)
- b) Liaise with other engineering schools in Canada.
- c) Liaise with the SRA and/or Senate Representative(s) on matters of external organizations.
- d) Be responsible for recruitment issues and initiatives in collaboration with Engineering Outreach.
- e) Collect and distribute all external Society correspondence.
- f) Chair the Delegate Selection Committee (see MES Bylaws Sections D.4.4 and F.2.2.1).
- g) Attend all Affiliate conferences as head delegate or send an appropriate head delegate (see MES Bylaws Section F.2.2.1).
- h) Provide the Handbook Editor(s) with a calendar of all external events, conferences, and competitions (see MES Bylaws Section F.2).
- 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:
 - a) Ensuring that conference reports are complete and available on the MES website a maximum of one month after the end of the conference
 - b) Submit an article, for each conference attended, to the Frequency
- k) Serve as an ex-officio member of the Leadership Development Committee
- l) Report to the President
- m) Supervise the following positions:
 - a) Leadership Development Coordinators

1.4. Vice President, Academic

The Vice President, Academic shall:

- a) Develop and facilitate academic partnerships both internal and external to the MES.
- b) Liaise with Faculty, Department and Program Representatives, and Faculty of Engineering undergraduate students regarding educational and academic issues.



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- c) Liaise with the SRA and/or Senate Representatives with regards to relevant university issues such as tuition, course evaluations, and program changes.
- d) Actively investigate educational and academic issues for Faculty of Engineering undergraduate students.
- e) Be responsible for recruitment issues and initiatives in coordination with the Vice President External Relations.
- f) Initiate and/or review changes to course evaluations.
- g) Be aware of and discuss relevant accreditation issues.
- h) Represent the MES at any accreditation visits or send an appropriate delegate in their place.
- i) Attend MSU Academic Affairs Council.
- j) Serve on the Faculty Committee as well as any education - related faculty committees.
- k) Serve on any educational ad-hoc MES committees.
- l) Chair the macLAB Board of Directors (see MES Bylaws Section D.4.7).
- m) Organize the MES First Year Stream Information Session, where first years can come and talk to upper year students regarding their program.
- n) Be an ex-officio member of the McMaster Engineering Competition Committee (see MES Bylaws Section D.4.13).
- o) Assist MEC Chair(s) in promoting participation of the student body in MEC.
- p) Organize Back2School Week during the week following Welcome Week in September, with assistance from the VPSL
- q) Report to the President
- r) Supervise the following position:
 - a) McMaster Engineering Competition Chair(s)
 - b) macLAB Chair
 - c) Mentorship Coordinator(s)
 - d) Associate Vice President, Academic Resources

1.5. Vice President, Finance and Administration

The Vice President, Finance and Administration shall:

- a) Be responsible for the MES financial accounts, both at a chartered bank or trust company and on campus (see MES Bylaws Section H.4).
- 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.



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- d) Arrange for the custody and disbursement of funds of the MES.
- e) Investigate and coordinate the investment of MES funds (see MES Bylaws Section H.4.2).
- f) Oversee development and/or signing of contracts including handbook printing companies and suppliers for Drain merchandise.
- g) Ensure that the President, VPF, and VPSL 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 MES Bylaws Section H).
- k) Serve on the macLAB Board of Directors (see “Awards, Funds, and Donations”, Section G.2.1).
- l) Arrange to have the combination lock for the MES safe changed immediately after being ratified into the position.
- m) Take and distribute minutes and agendas for all MES Executive Meetings. Send Executive minutes to the MES Executive by the end of the week in which the meeting occurred.
- n) Before the beginning of each term, schedule MES Executive meeting dates and times
- o) Report to the President
- p) Supervise the following Council positions:
 - a) Administrator
 - b) Drain Coordinator(s)
 - c) Data Coordinator(s)
 - d) Information Technology Coordinator(s)
 - e) Sponsorship Coordinator(s)

1.6. Vice President, Communications

The Vice President, Communications shall:

- a) Liaise with faculty and university wide groups oriented around the public relations of the MES.
- b) Be responsible for maintaining the brand of the MES.
- c) Work alongside the President, VPs, AVPs, and Appointed Positions to ensure members are well informed of the activities, events, and services of the MES.
- d) Create and implement a marketing strategy for MES events, in partnership with the Internal Affairs Coordinator(s).



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- e) Maintain a respectful relationship with the current advertising agency.
- f) Create and implement a method of obtaining information from the VPs, AVPs, Appointed Positions, and Department and Program Reps for event and service promotion on the MES Website and social media platforms.
- g) Work with the positions in their portfolio, as well as any other members of the community to ensure that the website, MES social media accounts, and MES publications are effectively used as communication tools, and positively reflect the MES brand.
- h) Actively search for more effective ways for the MES to advertise its events, services, and publications, and adapt advertising methods to the preferred means of the membership.
- i) Maintain promotional media for the Hatch Building TVs.
- j) Work to improve the sustainability of MES promotional campaigns.
- k) Work with the President and WW Co-OCs to create the Summer Mail-Out, the WW promotional campaign, and to develop a social media plan for WW.
- l) Report to the President.
- m) Supervise the following positions:
 - i) Graphic Designers
 - ii) Internal Affairs Coordinator(s)
 - iii) Publications Editor
 - iv) Social Media and Website Coordinator(s)

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 MES Council on the effects of the MES Council's policy decisions on the day-to-day operations of the MES.
- c) To perform the functions of the MES Council during the summer, subject to any restrictions placed on it by the MES Council.
- d) In case of an emergency situation where the MES Council is unable to meet, the Executive may make an interim decision, although any policy decisions shall be subject to ratification at the next MES Council meeting.
- e) Approve expenditures not exceeding \$500, unless the expenditure is coming from the Executive Operations account.



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2.2. Executive Responsibility

The Executive shall have the following responsibility:

- a) To review the MES budget prepared by the VPF for final recommendations to the MES Council.
- b) To form ad-hoc committees when required for the purpose of appointing members to assist in administering the policies of the MES and undertaking special projects.
- c) To be accountable and transparent for all its actions to the MES Council and to the general membership at each General Meeting.
- d) Initiate and encourage new events and initiatives of the MES.
- e) Supervise appointed MES Council positions to provide advice or assistance.
- f) Liaise with other members or groups within the university community.
- g) Promote professionalism within the MES Council.
- h) Take a proactive role in the long term goal setting of the MES.
- i) Ensure effective transition and continuity between the outgoing Council and the incoming 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, Events shall:

- a) Organize all social events of the MES foremost, but not limited to:
 - i) Eng Pub Nights
 - ii) Fireball
 - iii) Kipling
 - iv) Sports
- b) Chair the Social Committee ([see MES Bylaws Section D.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) Coordinate with the VPC to promote MES activities.
- e) Work with the Wellness Coordinator(s) and support social events planned by them.
- f) Report to Vice President, Student Life.
- g) Supervise the following positions:
 - i) Sports Coordinator(s)



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- ii) Fireball Coordinator(s)
- iii) Kipling Coordinator(s)

3.2. Associate Vice President, Clubs and Services

The Associate Vice President, Clubs and Services shall:

- a) Be responsible for supervising the care of all MES rental equipment.
- b) Prepare an interim progress report and transition report (see Appendix J).
- c) Be responsible for maintaining the MESCard program and sponsors.
- d) Recommend funding levels for all MES funded Groups, Clubs, and Teams to the MES Executive and enforce the Funding Policy (see MES Bylaws Section H.3).
- e) Chair the Club Leaders Committee (see MES Bylaws Section D.4.3).
- f) Assist Vice President, Student Life with the organization of Back2School Week.
- g) Chair the First Year Committee and act as an advisor to the First Year Representatives to help coordinate activities and fundraising initiatives (see MES Bylaws Section D.4.8).
- h) Report to Vice President Student Life.
- i) Supervise the following positions:
 - i) First Year Representatives
 - ii) Department Representatives
 - iii) Program Representatives
 - iv) DW Lounge Coordinator(s)
 - v) Trailer Maintenance Coordinator(s)
 - vi) Sustainability Coordinator(s)

3.3. Associate Vice President, Academic Resources

The Associate Vice President, Academic Resources shall:

- a) Organize all academically related events run by the MES including, but not limited to:
 - i) MES test preparation sessions
 - ii) Technical skills sessions
- b) Be responsible for maintaining all aspects of the McMaster Engineering Society Textbook Library, foremost:
 - i) Actively working to procure new textbooks
 - ii) Maintaining an updated inventory of all textbooks in the MES' possession.
 - iii) Coordinating with the Drain Coordinators to ensure proper instruction is given to the Drain volunteers on how to run the Textbook Library.
 - iv) Cleaning the Textbook Library and ensuring it is kept organized.



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- v) Ensuring all textbooks in the Textbook Library are labelled with the MES logo.
- vi) Ensuring all textbooks are returned to the Textbook Library by the end of each semester.
- c) Work with the VPA to plan Back2School Week, the week following welcome week.
- d) Maintain the MES Tutoring Network and ensure it follows the expectations outlined in [Section F.11](#)
- e) Chair the Academic Services Committee ([See MES Bylaws Section D.4.18](#))
- f) Actively seek ways to improve the academically related events and services provided by the MES.
- g) Report to Vice President, Academic.

4. Representatives

4.1. Department Representatives

- a) There shall be one representative from each department listed below, who is a member of that department.
 - i) Chemical Engineering
 - ii) Civil Engineering
 - iii) Software Engineering
 - iv) Electrical and Computer Engineering
 - v) Engineering Physics
 - vi) Materials Science and Engineering
 - vii) Mechanical Engineering
 - viii) Mechatronics Engineering
- b) Responsibilities:
 - i) To act as a liaison between the MES, their respective department clubs, and the students represented by those clubs.
 - ii) To keep the MES informed of all department and department club issues and activities.
 - iii) Advertise all MES events and activities to their respective constituents by making class announcements, distributing posters from the Graphic Designers, distributing MES publications, and promoting the MES website, and MESsenger email list.
 - iv) Actively encourage participation in all MES activities.
 - v) Ensure quorum is met at General Meetings



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- vi) Serve as a representative for their department on the macLAB Board of Directors.
- vii) Organize their department's team(s) for MES Sports Tournaments.
- viii) Represent the MES at their respective Department Club's meetings.
- ix) Report to the Associate Vice President Clubs and Services.

4.2. Program Representatives

- a) There shall be one representative from each program listed below, who is a member of that program.
 - i) Computer Science
 - ii) Engineering and Management
 - iii) Engineering and Society
 - iv) Bioengineering and Biomedical Engineering
 - v) Bachelor of Technology
 - vi) Integrated Biomedical Engineering and Health Sciences
- b) Responsibilities:
 - i) To act as a liaison between the MES, their respective program clubs, and the students represented by those clubs.
 - ii) To keep the MES informed of all program and program club issues and activities.
 - iii) Advertise all MES events and activities to their respective constituents by making class announcements, promoting the MES website, and MESsenger email list.
 - iv) Encourage participation in all MES activities.
 - v) Ensure quorum is met at General Meetings
 - vi) Serve as a representative for their program on the macLAB Board of Directors.
 - vii) Organize their program's team(s) for MES Sports Tournaments, with the exception of Management and Society.
 - viii) Represent the MES at their respective Program Club's meetings.
 - ix) Report to the Associate Vice President Clubs and Services.

4.3. First Year Representatives

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



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- ii) One from Computer Science
- iii) One from Bachelor of Technology
- iv) One from iBioMed
- b) Responsibilities:
 - i) Advertise all MES events and activities to first year students by making class announcements, promoting the MES website, and MESsenger email list.
 - ii) Serve on the First Year Committee (see “Committees”, Section I.4.8).
 - iii) Represent the concerns and opinions of first year students within the Faculty of Engineering.
 - iv) Promote and encourage first year attendance at all events.
 - v) Promote MES committees and activities to the first year students.
 - vi) Seek out course coordinators to voice concerns of the first year students.
 - vii) Assist the Engineering Student Services office with their first year student events.
 - viii) Assist in the recruitment and transition of subsequent First Year Representatives.
 - ix) Organize first year student team(s) for the Ratboy Soccer Tournament.
 - x) Report to the Associate Vice President Clubs and Services.
 - xi) If applicable, represent the MES at their respective program club’s meetings.

5. Appointed Positions

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

5.1. DW Lounge Coordinator(s)

The DW Lounge Coordinator(s) shall:

- a) Be responsible for monitoring the television 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:
 - a) Expired posters will be taken down.
 - b) Microwave will be wiped clean.
 - c) Chairs and couches will be arranged neatly.
- c) Carry out a complete cleaning of the DW Lounge at the end of each semester. This will entail dusting couch cushions, washing the floor, polishing furniture,



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cleaning the microwave and the windows, taking down expired decorations, and refreshing the air.

- d) Be responsible for all cleaning except for the duties of Facility Services staff. Facility Services is ONLY responsible for collecting garbage and recycling daily, as well as for sweeping and mopping the floor.
- e) Propose expenditures for the lounge budget.
- f) Report to the AVPCS.
- g) Be a position held by a maximum of two people.

5.2. 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 Robert's Rules of Order (see Appendix I).
- c) Update the MES Policy Manual, Bylaws, and Constitution to reflect changes approved at MES General Meetings or Council Meetings.
- d) Coordinate all MES elections as outlined in the MES Bylaws Section C.
- e) Chair the Elections Committee (see MES Bylaws Section D.4.6).
- f) Serve on the Delegate Selection Committee (see MES Bylaws Sections D.4.4 and F.2.2.1).
- g) Report to the President.
- h) Be a position that must only be held by one person.
- i) Not hold any voting position within the MES Council.

5.3. Co-Orientation Coordinators

The Co-Orientation Coordinators shall:

- a) Be appointed by a selection committee as outlined in MES Bylaws Section C.3.3.
- b) Be familiar both with the MES and with the Engineering Welcome Week.
- c) Chair the Orientation Planning Committee and select its members (see MES Bylaws Section D.2).
- d) Organize all events occurring during Welcome Week (See Policy Manual Special Events).
- e) Work with the President and VPC to create the Summer Mail-Out, the WW promotional campaign, and to develop a social media plan for WW.
- f) Submit a follow up report and evaluation of Welcome Week to both the MES and the Student Success Centre before the end of September.



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- g) Attend or delegate core meetings and training sessions provided by the Student Success Centre.
- h) Report to the President.
- i) Be a position that must be held by two people.

5.4. Culture Coordinator(s)

The Culture Coordinator(s) shall:

- a) Coordinate events with the AVPE.
- b) Ensure that McMaster Engineering traditions are maintained.
- c) Build ties with engineering alumni and, if possible, organize speakers/speeches regarding McMaster Engineering culture and tradition when appropriate.
- d) Chair the Culture Committee ([see MES Bylaws Section D.4.14](#)).
- e) Initiate and respond to any interuniversity prank with the approval of the MES President.
- f) Serve on the Social Committee, ([see MES Bylaws Section D.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) Santa Hog (in collaboration with the Internal Affairs Coordinator(s))
 - iii) MES attendance at the Hamilton Santa Claus Parade (in collaboration with the Internal Affairs Coordinator(s))
 - iv) MES Canada Day on the weekday closest to January 23rd
 - v) Pi Day (in collaboration with the Internal Affairs Coordinator(s))
- i) Responsible for ensuring the continued operation of the Iron Ring Clock.
- j) 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
- k) Report to the President.
- l) Be a position held by a maximum of two people.

5.5. Drain Coordinator(s)

The Drain Coordinator(s) shall:

- a) Recruit a suitable staff of volunteers.
- b) Train all employees at the beginning of their term.
- c) Develop creative ideas for new apparel and merchandise.



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- 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 daily basis so that the cash in the Drain does not exceed \$200 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 the Advertising Committee to promote sales and other campaigns.
- k) Consult with suppliers, students, and the VPF about upcoming campaigns (i.e. new paraphernalia).
- l) Keep the Drain neat and organized.
- m) Coordinate the sale of event tickets by Drain staff with the AVPE.
- 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 AVPE.
- o) Report to the VPF.
- p) Be a position held by a maximum of two people.

5.6. Equity and Inclusion Officer

The Equity and Inclusion Officer shall:

- a) Provide specific equity consultations for council members during the planning process of events and initiatives. Focus should be given to:
 - i) Accessibility
 - ii) Inclusion
 - iii) Diversity
- b) Provide general resources for MES Council members and MES clubs and teams to utilise when running events to ensure equity.
- c) Analyze and update MES policy to be equitable.
- d) Sits on the Election Committee (see MES Bylaws Section D.4.6).
- e) Chair the Equity Committee (see MES Bylaws Section D.4.19):
 - i) Train Equity Committee on equity and inclusion.
 - ii) Have bi-monthly meetings with members, or receive and review reports from members on matters of equity and inclusion within their committees.
- f) Build and run equitable hiring practices training for the MES Executive and AVPs.



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- g) Build and run additional equity training for the entire MES Council, at the discretion of the Equity and Inclusion Officer..
- h) Report to the President.
- i) Be a position held by a maximum of one person.
- j) Not hold any other position on the MES Council.

5.7. Fireball Coordinator(s)

The Fireball Coordinator(s) shall:

- a) Organize all aspects of the Fireball dinner, foremost:
 - i) Booking the reception hall
 - ii) Catering
 - iii) Selling tickets
 - iv) Decorations at dinner
 - v) Arrange speakers list
- b) Work with the Internal Affairs Coordinator to procure all Fireball award plaques once the recipients have been determined.
- c) Arrange for the Advertising Committee to promote sales and other campaigns.
- d) Report to the AVPE.
- e) Be a position held by a maximum of two people.

5.8. Information Technology Coordinator(s)

The Information Technology Coordinator(s) shall:

- a) Maintain the MES website (macengsociety.ca) in accordance with the guidelines set out in "Services", Section F.2.
- b) Maintain the MES council email service (<http://mail.macengsociety.ca>) including registration and domain renewal as well as the Google Apps service.
- c) Look after MES computer needs, including maintenance and installation of the machines in the MES Office.
 - i) The Information Technology Coordinator(s) must be consulted on the purchases of new hardware for the MES computers.
 - ii) The software on the MES computers is at the discretion of the Information Technology Coordinator(s) or any member of the MES Executive and should be used for official MES business only.
- d) Take appropriate action to protect passwords for the MES server, mailing lists, MES Office computer, and any other MES passwords.
- e) Prepare an interim progress report and transition report (see Appendix J).
- f) Report to the VPF.



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- g) Be a position held by a maximum of one person.

5.9. Wellness Coordinator(s)

The Wellness Coordinator(s) shall:

- a) Chair the Wellness Committee (see MES Bylaws Section D.4.16).
- b) Plan and execute events related to student wellness, education, and stress relief.
- c) Report to the VPSL.
- d) Be a position held by a maximum of two people.

5.10. Kipling Coordinator(s)

The Kipling Coordinator(s) shall:

- a) Organize all aspects of the Kipling dinner, foremost:
 - i) Booking the reception hall
 - ii) Catering
 - iii) Selling tickets
 - iv) Decorations at dinner
 - v) Arrange speakers list
- b) Coordinate with each department lead, VPSL, AVPE, Faculty, and EOHSS to plan, approve, and clean up all Kipling pranks to ensure only safe and appropriate pranks are created.
- c) Report to the AVPE.
- d) Be a position held by a maximum of two people.

5.11. 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 Bylaws (see McMaster Laboratory Advancement Benefaction Endowment Fund Bylaws).

5.12. McMaster Engineering Competition Chair(s)

The McMaster Engineering Competition Chair(s) shall:

- a) Have prior experience with the MEC, either as a member of the MEC Committee or as a volunteer.
- b) Be ultimately responsible for MEC.
- c) Chair the MEC Committee (see MES Bylaws Section D.4.13).
- d) Be responsible for recruiting/selecting members for the MEC Committee before the end of April.



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

5.13. Trailer Maintenance Coordinator(s)

The Trailer Maintenance Coordinator(s) shall:

- a) Coordinate and record all MES Trailer activities and bookings.
- b) Complete a training course taught and evaluated by the previous Trailer Maintenance Coordinator(s).
- c) Be responsible for ensuring that groups using the MES Trailer are aware of how to safely operate it.
- d) Be responsible for the three sets of keys to the MES Trailer, and supply one set of keys to the VPF.
- 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.



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- h) Have the authority in coordination with the VPF 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 MES Trailer inspected and licensed annually in September.
- k) Report to the AVPCS.
- l) Be a position held by a maximum of two people.

5.14. Plumblin Editor(s)

The Plumblin Editor(s) shall:

- a) Produce a minimum of four issues of the Plumblin (see "Services", Section F.1.4).
- b) Have an electronic copy of the Plumblin available for download on the MES website, on or prior to the day of hardcopy release.
- c) Report to the Publications Editor.
- d) Be a position held by a maximum of two people.

5.15. Frequency Editor(s)

The Frequency Editor(s) shall:

- a) Chair the Newsletter Committee (see MES Bylaws Section D.4.10).
- b) Publish and distribute the Frequency quarterly to the McMaster Engineering undergraduate student body (see "Services", Section F.1.5).
- c) Actively seek contributions.
- d) Report to the Publications Editor.
- e) Be a position held by a maximum of two people.

5.16. Handbook Editor(s)

The Handbook Editor(s) shall:

- a) Be appointed in October to allow for a longer time to accumulate material for the Engineering Handbook.
- b) Compile the Engineering Handbook.
- c) Keep in mind that the primary targets for the Engineering Handbook are first year students.
- d) Keep the Engineering Handbook free of any discriminatory material.
- e) Use the Engineering Handbook to pass down McMaster Engineering traditions and information to first year students in a useful and humorous way (see "Services", Section F.1.6).



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- f) List the annual MES awards in the Handbook along with a description of each award (see “Awards, Funds, and Donations”, Section G.1.2).
- g) List a calendar of events, conferences, and competitions as supplied by the VPX and VPSL.
- h) List all of the involvement opportunities within McMaster Engineering.
- i) Report to the Publications Editor.
- j) Be a position held by a maximum of two people.

5.17. Publications Editor

The Publications Editor shall:

- a) Oversee the organization, production, and editing of the following publications:
 - i) Frequency
 - ii) Plumblin
 - iii) Handbook
- b) Enforce the Editorial Policy for all MES publications (see “Services”, Section E.1.3).
- c) Chair the Editorial Review Committee to enforce and review Editorial Policy (see MES Bylaws Section D.4.5).
- d) Coordinate with the Social Media and Website Coordinator(s) to maintain and update online publications.
- e) Prepare an interim progress report and transition report (see Appendix J).
- f) Ensure all publications are reviewed by the President and the Equity and Inclusion Officer prior to publishing.
- g) Work with the Sustainability Coordinator(s) to ensure sustainable practices in the printing of our publications.
- h) Sit on the Advertising Committee.
- i) Work with the Advertising Committee to actively search for more ways to promote MES productions to the McMaster Engineering student body.
- j) Report to the VPC.
- k) Supervises the following positions:
 - i) Handbook Editor(s)
 - ii) Frequency Editor(s)
 - iii) Plumblin Editor(s)
- l) Be a position held by a maximum of one person.

5.18. Leadership Development Coordinator(s)

The Leadership Development Coordinator(s) shall:



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- a) Chair the Leadership Development Committee (see MES Bylaws Section D.4.15)
- b) Collaborate with the Leadership Development Committee and the MES Executive to bring forward new professional development initiatives
- c) Report to the VPX.
- d) Be a position held by a maximum of two people.

5.19. 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 MES 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 VPF as they are received
- f) Be responsible for sending out MES Council meeting agendas ahead of each MES Council and General Meeting
- g) Be responsible for posting MES Council meeting minutes on the MES website within one week of the meeting, for future reference.
- h) Record attendance at MES Council meetings and enforce the Attendance Policy (see MES Bylaws Section G.2).
- i) Maintain the MES Office, including the purchasing of resources such as stationary, letterhead, business cards, and other office supplies (see "Services", Section F.6).
- j) Report to the VPF.
- k) Be a position held by a maximum of one person.

5.20. Graphic Designer(s)

The Graphic Designer(s) shall:

- a) Design graphics for various platforms and mediums for each MES advertising campaign as requested.
- b) Complete other design projects as requested by the MES Executive.
- c) Be knowledgeable about advertising, graphic design, and the requirements for common advertising avenues (ie. MSU poster guidelines, JHE Lobby TVs, Hatch TVs, Charging Station, file types and formats)



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- d) Ensure that designs are created in a timely manner.
- e) Be responsible for creating a design to the client's specification
- f) Develop and encourage new initiatives to increase exposure and effectiveness of advertising techniques
- g) Create promotional videos for advertisement campaigns as requested by the MES Executive.
- h) Report to the VPC.
- i) Be a position held by a maximum of four people.

5.21. External Conference or Competition Chair(s)

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

The Conference or Competition Chair(s) shall:

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

5.22. Internal Affairs Coordinator(s)

The Internal Affairs Coordinator(s) shall:

- a) Organize appropriate MES representation to promote the MES and the engineering profession at events, foremost:
 - i) Faculty of Engineering Open Houses
 - ii) MES charity events
- b) Chair the Awards Selection Committee (see MES Bylaws Section D.4.2)
- c) Serve on the Advertising Committee (see MES Bylaws Section D.4.1)
- d) Develop new charity initiatives and encourage the development of activities that will actively promote the image of the MES.
- e) Coordinate with the Wellness Coordinator(s) in planning Oksoberfest.



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- f) Coordinate the Movember Charity initiative and the National Engineering Month campaign with the VPX.
- g) Coordinate with the VPX and McMaster University's Gender Equality Committee to promote the December 6th Memorial.
- h) Coordinate all traditional charity initiatives in cooperation with the Culture Coordinator(s), foremost:
 - i) Santa Hog
 - ii) Pi Day
 - iii) Food Drive
 - iv) Santa Claus Parade
- i) Liaise with the Engineering Alumni Office regarding outreach, alumni, or other relevant initiatives.
- j) Attend meetings initiated by the Engineering Alumni Office and participate in Alumni events as an MES representative.
- k) Report to the VPC.
- l) Be a position held by a maximum of two people.

5.23. Sports Coordinator(s)

The Sport Coordinator(s) shall:

- a) Organize team sports events both internal and externally to the MES.
- b) Chair the Sports Committee (see MES Bylaws Section D.4.12).
- c) Encourage participation in intramurals and department team competitions.
- d) Maintain contact, through the VPX, with other engineering schools to coordinate inter-school challenges.
- e) Publicize all relevant sporting tournaments in MES publications.
- f) Prepare an events schedule at the beginning of their term to be published in the 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 VPSL.
- i) Organize the annual Ratboy Memorial Soccer Tournament and initiate/coordinate other interdepartmental sports tournaments.
- j) Review and approve funding requests for intramural sports teams (see MES Bylaws Section H.3.5) and forward to the VPF.
- k) Report to the AVPE.
- l) Be a position held by a maximum of two people.



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5.24. Gerald Hatch Centre Student Coordinator

The Gerald Hatch Centre Student Coordinator shall:

- a) Act as a liaison between the MES and the McMaster Faculty of Engineering for issues relating to the Gerald Hatch Centre.
- b) Serve on the Hatch Operations Committee (Faculty Committee).
- c) Be responsible for the Hatch Booking System.
- d) Work with VPSL and AVPCS to organize meeting times and space allocations for MES Groups, Clubs, and Teams in the Gerald Hatch Centre.
- e) Allocate Gerald Hatch Centre 2nd floor lockers to Capstone Project groups.
- f) Be responsible for organizing renovations and improvements to the Gerald Hatch Centre, including those to the Drain or the DW Lounge.
- g) Be responsible for troubleshooting the Via Kramer system in the Hatch 2nd floor Meeting Rooms.
- h) Update the Hatch Procedural Manual, when needed.
- i) Report to the VPSL.
- j) Be a position held by a maximum of one person.

5.25. Data Coordinator(s)

The Data Coordinator(s) shall:

- a) Create forms to collect demographic data on the attendees of MES events and services.
- b) Expand the data collection capabilities of the MES to improve the information sharing ability of the organization.
- c) Organize an annual membership survey to collect information on the success of the MES in representing its membership.
- d) Organize and analyse the information collected to provide insights on the current trends of the MES' membership.
- e) Consult with the MES Executive at least once per semester prior to publishing that semester's report.
- f) Create and publish a data report once a term after presenting it to council.
- g) Report to the VPF.
- h) Be a position held by a maximum of three people.

5.26. Mentorship Coordinator(s)

The Mentorship Program Coordinator(s) shall:

- a) Recruit upper year students into the MES Mentorship Program as mentors.



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- b) Advertise the MES Mentorship Program to incoming first year students as a potential resource.
- c) Maintain a database of all current mentors and mentees involved in the MES Mentorship Program.
- d) Match up incoming mentees to mentors before the end of September.
- e) Plan applicable monthly themes for the MES Mentorship Program to assist mentors in reaching out to their mentees.
- f) Organize at least three events throughout the year, one of which should be during Back2School Week as a kickoff event.
- g) Be the main point of contact for all mentors volunteering for the MES Mentorship Program.
- h) Reach out to alternative mentorship programs running under the Faculty of Engineering to develop ties between the programs.
- i) Report to the VPA.
- j) Be a position held by a maximum of two people.

5.27. Sustainability Coordinator(s)

The Sustainability Coordinator(s) shall:

- a) Oversee the sustainability section of the AVPCS' Clubs and Teams EOHSS submission form. This both involves updating the questions and resources attached as needed, as well as providing feedback to groups who submit forms on how they can make their events more sustainable.
- b) Work with the AVPE to improve the sustainability of MES events.
- c) Evaluate what resources the MES can provide to make events more sustainable, and work to provide to improve the sustainability of subsidiaries' events and operations.
- d) Work with the AVPCS to ensure that subsidiaries are aware of available sustainability related resources such as the water jugs, kettle, etc.
- e) Organize a battery collection drive and electronics collection drive at least once a year.
- f) Chair the Sustainability Committee (see MES Bylaws Section D.4.17).
- g) Carry out the goals and support the events and ideas brought forward by the Sustainability Committee.
- h) Work with other MES members, including appointed positions, to run regular MES programming and operations in a more sustainable manner.
- i) Actively search for ways that the MES can improve its sustainability.
- j) Report to the AVPCS.



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- k) Be a position held by a maximum of two people.

5.28. First Year Experiential Conference Chair(s)

The First Year Experiential Conference Chair(s) shall:

- a) Be ultimately responsible for FYEC and FYEC Committee.
- b) Chair the FYEC Committee (see MES Bylaws Section D.4.20).
- c) Be responsible for recruiting/selecting members for the FYEC Committee.
- d) Hold weekly FYEC Committee meetings.
- e) Update the MES Council on FYEC Committee progress at least once per term at Council meetings.
- f) Keep an official journal of progress and conference outcomes for transitional purposes.
- g) Report to the VPSL.
- h) Be a position held by a maximum of two people.

5.29. Social Media and Website Coordinator(s)

The Social Media and Website Coordinator(s) shall:

- a) Coordinate all social media posts promoting MES initiatives. These platforms include but are not limited to Facebook, Instagram, Snapchat, Twitter, TikTok, and LinkedIn.
- b) Promote Department, Program, and External Opportunities on social media platforms as appropriate.
- c) Update the MES website with new content including, but not limited to, the Events Calendar, Home Page Themes, and Special Webpages.
- d) Actively search for new ways that the MES can reach a broader audience.
- e) Report to the VPC.
- f) Be a position held by a maximum of four people.

5.30. Sponsorship Coordinator(s)

The Sponsorship Coordinator(s) shall:

- a) Work with the VPF to budget for expected sponsorship revenue throughout the upcoming year.
- b) Work with the Advertising Committee to maintain an up-to-date sponsorship package.
- c) Reach out to interested parties regarding sponsorship opportunities with the MES.



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- d) Act as the primary point of contact for any MES sponsors throughout the sponsorship relationship.
- e) Maintain a database of long-term sponsors of the MES.
- f) Maintain relationships with long-term sponsors of the MES.
- g) Assist MES Groups, Clubs, and Teams' sponsorship organizers in maintaining and acquiring sponsorship and corporate relationships.
- h) Report to the VPF.
- i) Be a position held by a maximum of two people.

6. Transition

6.1. Objectives

The objectives of transition are to:

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

6.2. Transition Reports

Transition reports for each elected and appointed position are stored on the Google Drives of the MES Executive as well as the position holder. The reports shall be updated informally throughout the year by the position holders to include any challenges or new initiatives for the position. The reports will also be formally updated at the end of January by the MES Executive through the transition interview as described in the **MES Bylaws Section B.6.3.**

6.3. Council Transition Process

The transition process consists of the following:

- a) General Transition Protocol:
 - i) The transition process shall be overseen by the Chief Returning Officer and the President.



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- ii) The Chief Returning Officer 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 Chief Returning Officer 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) Interviews will be conducted by the MES Executive near the end of January.
 - ii) All elected and appointed positions shall receive an 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) An MES Council meeting consisting of the current MES Council as well as their elected successors shall be held between the end of elections and SAGM 2.
 - ii) The purpose of this meeting will be to introduce the incoming MES Council members to the structure of MES meetings, and to give them an opportunity to meet and go over their transition documents with their predecessors. If either the outgoing or incoming member is unable to attend this meeting, it is the responsibility of the outgoing member to arrange a meeting with the incoming member, to go over the transition documents.
- d) Transition Social
 - i) A social event shall be planned by the outgoing VPSL for the days following the Transition Meeting.
 - ii) All members of the outgoing and the incoming MES Council shall be invited.
 - iii) This shall serve as an informal setting in which the new MES Council can ask more questions of their predecessors and meet other members of the incoming MES Council.



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6.4. Executive Transition Process

- a) The outgoing and incoming MES Executive shall plan and attend a 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 budget line.
- c) The incoming MES Executive shall prepare a presentation for the first MES Council meeting of their term, outlining what was accomplished on the retreat, what the budget was used for, and informing the MES Council of the year's objectives and long-term goals.



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C. ELECTIONS & SELECTIONS

1. General

- a) There shall be two classes of internal MES elections: regular elections and by-elections.
- b) All MES elections shall be administered and overseen by the Elections Committee (see MES Bylaws Section D.4.6).
- c) Election dates will be determined at the discretion of the Elections Committee.
- d) At least 3% of all eligible McMaster undergraduate students in the Faculty of Engineering must vote for an election to be considered valid.
- e) Elections shall be held online and officiated by the Faculty of Engineering.

2. Regular Elections

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

2.1. Presidential Elections

- a) The presidential elections shall serve to elect the MES President.
- b) Presidential elections are to be held prior to Fireball, and the winning presidential candidate shall be announced at Fireball.
- c) All McMaster undergraduate students in the Faculty of Engineering shall be eligible to vote for the MES President. Only the students currently enrolled in the Bachelor of Technology program shall be eligible to vote for the Bachelor of Technology Representative.



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2.2. Bachelor of Technology Election

- a) The Bachelor of Technology elections shall serve to elect the Bachelor of Technology Representative.
- b) Bachelor of Technology elections are to be held in January, prior to the presidential elections.
- c) Only the students currently enrolled in the Bachelor of Technology program shall be eligible to vote for the Bachelor of Technology Representative.

2.3. General Elections

- d) The following MES Council members shall be elected at the time of the a general election:
 - a) Vice President, Student Life
 - b) Vice President, External Relations
 - c) Vice President, Academic
 - d) Vice President, Finance and Administration
 - e) Vice President, Communications
 - f) Associate Vice President, Events
 - g) Associate Vice President, Clubs and Services
 - h) Associate Vice President, Academic Resources
 - i) Bioengineering and Biomedical Engineering Representative
 - j) Chemical Engineering Representative
 - k) Civil Engineering Representative
 - l) Computer Science Representative
 - m) Electrical and Computer Engineering Representative
 - n) Engineering and Management Representative
 - o) Engineering and Society Representative
 - p) Engineering Physics Representative
 - q) Integrated Biomedical Engineering and Health Sciences Representative
 - r) Materials Science and Engineering Representative
 - s) Mechanical Engineering Representative
 - t) Mechatronics Engineering Representative
 - u) Software Engineering Representative
- e) The general election shall be completed a week before the second term General Meeting at the latest.
- f) All McMaster undergraduate students in the Faculty of Engineering shall be eligible to vote for all the positions listed above except for the Department and



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Program Representatives. Only the aforementioned students currently enrolled in the corresponding department or program shall be eligible to vote for their Department and Program Representatives.

2.4. First Year Representative Elections

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

3. Appointed Positions

3.1. Appointment Procedure

- a) All interested candidates must complete an online application form once it is available by a deadline set at the discretion of the Chief Returning Officer and the MES Executive.
- b) At least one Culture Coordinator(s) must be registered in Level III or higher at the time of their appointment.
- c) The MES Executive, Associate Vice Presidents, and in some cases, the MES Council member currently holding the position sought, will review the applications, and applicants will be contacted for interviews during the following week. Interviews and selections will be conducted by the MES Executive and in some cases, the Associate Vice Presidents and the outgoing position holder.
- d) Candidates are not required to hold an MES membership before applying for an appointed position. However, appointed positions are required to hold an MES membership for the primary academic year in which they hold the position.
 - i) Individuals may hold an appointed position on the MES without holding an MES membership throughout their term. This exception shall be granted on a financial need basis at the discretion of the Chief Returning Officer.

3.2. Regular Appointed Positions

The following positions will be appointed after the general elections using the appointment procedure (see MES Bylaws Section C.2.1.1):



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- a) Administrator
- b) Chief Returning Officer
- c) Culture Coordinator(s)
- d) Data Coordinator(s)
- e) Drain Coordinator(s)
- f) DW Lounge Coordinator(s)
- g) Equity and Inclusion Officer
- h) Fireball Coordinator(s)
- i) First Year Experiential Conference Chair(s)
- j) Frequency Editor(s)
- k) Gerald Hatch Centre Student Coordinator
- l) Graphic Designer(s)
- m) Information Technology Coordinator(s)
- n) Internal Affairs Coordinator(s)
- o) Kipling Coordinator(s)
- p) Leadership Development Coordinator(s)
- q) macLAB Chair
- r) Mentorship Coordinator(s)
- s) Plumbline Editor(s)
- t) Publications Editor
- u) Social Media and Website Coordinator(s)
- v) Sponsorship Coordinator(s)
- w) Sports Coordinator(s)
- x) Sustainability Coordinator(s)
- y) Trailer Maintenance Coordinator(s)
- z) Wellness Coordinator(s)

3.3. Co-Orientation Coordinators

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

- a) Eligibility
 - i) Co-OCs must apply in pairs.
 - ii) Co-OCs pairs must both be registered in level 3 or above.
 - iii) Co-OCs must have been a MES Welcome Week Representative.
 - iv) Must be and maintain full MES member status until completion of term
- b) Meeting Procedure:
 - i) Applicant pairs should have up to 15 minutes of uninterrupted presentation time to present to council.



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- ii) Applicant pairs should have up to 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 done by the MES President, the Faculty of Engineering Associate Dean (Academic), the Faculty of Engineering Assistant Dean (Studies), and the outgoing Co-OCs.
 - ii) Successful candidates should require a simple majority of votes cast.
 - iii) All 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 (see MES Bylaws Section C.2.1.1):

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

4. By-Elections

- a) 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.
 - i) 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.
- b) By-elections will be conducted with their own set of rules as follows:
 - i) The nomination period shall last a minimum of 5 days (including weekend days)
 - ii) The campaign period shall last a minimum of 5 weekdays
 - iii) Polling shall immediately follow the campaign period



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5. Eligibility for Elected Positions

- a) Candidates are not required to be MES members at the time of their campaign, but if elected they must become full members of the MES as detailed in the Constitution and must remain members for the duration of their term.
 - i) Individuals may hold an elected position on the MES without holding an MES membership throughout their term. This exception shall be granted on a financial need basis at the discretion of the Chief Returning Officer.
- b) Candidates for President must be registered in Level III or higher at the time of election.
- c) Candidates for VPSL, VPA, VPX, VPC, and VPF must be enrolled in Level II or higher at the time of election.
- d) In the case of a by-election for Program Representative(s) the following school year, candidates must be enrolled in Level II or higher at the time of election.
- e) Chief Returning Officer candidates must have held at least one voting position on the MES Council for a complete term.
- f) Candidates for First Year Representative must be registered in Level I at the time of the election.
- g) All candidates must follow the rules set down in these bylaws, or in any other duly enacted document, and any rulings issued by the Elections Committee.
- h) Eligibility exceptions can be made at the discretion of the Elections Committee.

6. Election Dates

6.1. Election Dates

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

- 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 only be accepted by the Chief Returning Officer 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. The weekend days enclosed by the campaign commencement and termination dates will be considered open for campaigning.
- c) It is recommended that at least one day be scheduled between the close of nomination period and the commencement of campaign period.
- d) The First Year Representative elections' campaign period shall span a minimum of 4 full weekdays during which classes are held. The weekend days enclosed by



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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 in which classes are held. The McMaster undergraduate students in the Faculty of Engineering of the appropriate constituencies shall have an opportunity to cast ballots over a period of no less than five consecutive hours on the election day.
 - i) For online polling, the balloting period must extend for a minimum of eighteen consecutive hours.
- f) Election dates are set at the discretion of the Elections Committee.

7. Term of Office

- a) The term of office for all MES Council members, with the exception of the First Year and Bachelor of Technology Representatives, shall commence the day of the General Meeting, to be held in March of the year of election, upon ratification and terminate the day of the General Meeting to be held in March of the following year, upon ratification of the incoming MES Council.
- b) The term of office of the First Year Representatives shall commence at the first MES Council meeting following their election, pending ratification by the MES Council, and terminate on the last day of class of that academic year.
- c) The term of office of the Bachelor of Technology Representative shall commence at the first MES Council meeting after the conclusion of their election, pending ratification by the MES Council, and shall terminate after the first council meeting back after the winter break.
- d) An MES Council member cannot hold more than one voting position, on the MES Council, simultaneously. Should this occur, the MES Council member in question must resign from one of the positions.

8. Nominations

- a) All eligible McMaster undergraduate students in the Faculty of Engineering ([see MES Bylaws Section C.1.1](#)) wishing to run for any MES Council position open for election shall present an appropriate nomination form ([see Appendix G](#)) signed by a minimum of 20 McMaster undergraduate students in the Faculty of Engineering, of the constituency in question, to the Chief Returning Officer during the nomination period.



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- b) If, at the conclusion of the nomination period there are no nominations for an MES Council position open for election, the Chief Returning Officer will make arrangements for by-elections to fill the vacancy.
 - i) If, at the conclusion of the nomination period there is only one nomination for any MES Council position, an election for that position must still be held.
- c) It is the responsibility of the Chief Returning Officer to ensure the publication of elected position nominees, in a timely fashion. This may be published to a page on the MES website, the MES Facebook page, or to another public forum accessible to any McMaster undergraduate students in the Faculty of Engineering.

9. Campaign

- a) 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.
- b) Campaigning shall be defined as, but not limited to:
 - i) Distribution of campaign materials;
 - ii) Speaking to classes, residences, student groups, or individuals for the purpose of presenting a platform as a candidate for a position;
 - iii) Sharing of website links or social media pages that are relevant to campaigns;
 - iv) Any action performed primarily for the purpose of seeking election.
- c) All campaigning shall be in good taste (no promoting violence, substance abuse or discrimination) and fairly conducted with courtesy to other candidates. No slander or libel will be tolerated.
- d) Candidates are to cease campaigning once the campaign period has ended and voting has begun.
- e) Once the campaign period has ended, no more campaign material may be posted by the candidate or their campaign team. Any campaign materials posted prior to the closing of the campaign period may remain visible and available in order to keep voters informed of candidates and their intentions. Campaign posters must be removed after the polls close. The candidates are still expected to abide by the campaign rules, determined by the Elections Committee. Campaign material is defined as, but is not limited to:
 - i) Campaign posters



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- ii) Campaign swag/apparel
 - iii) Social media pages or events, including any relevant posts, photos or documents contained therein
 - iv) Personal campaign websites
- f) Candidates choosing to recruit a campaign team must submit names and emails of all members of their campaign team to the Elections Committee. Campaign team members are the responsibility of the candidate, and must follow all election rules and 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.
- g) The content of the campaign posters should follow MSU guidelines. All campaign material must include the MES logo as well as the date and location of polling to promote the election and increase voter turnout.
- h) When candidates are campaigning in lectures they shall consult the professor prior to the class and must get permission to do the campaign presentation.
- i) Only masking tape, regular staples and tacks are used to put up posters on appropriate boards. Only masking tape shall be used to put up posters on appropriate walls. Duct tape, packing tape, glue, staple guns, etc. are prohibited.
- j) Presidential candidates may submit a statement no longer than 500 words to the Chief Returning Officer by the end of the first day of the campaign period. These statements will be posted on the MES website and on other MES social media.
- k) Candidates in general elections may submit a statement no longer than 250 words to the Chief Returning Officer by the end of the first day of the campaign period. These statements will be posted on the MES website and on other MES social media. Candidates must submit all expenses made during the election to the Chief Returning Officer, with receipts. The total amount of campaign expenses per candidate may not exceed \$ 50 during any election. Candidates shall not be reimbursed for any campaign expenses.
- l) Candidates may not use physical posters or banners that exceed 11" x 17" inches.

10. Elections Committee

- a) The Elections Committee shall consist of the Chief Returning Officer as a non-voting member, the Equity and Inclusion Officer, the VP SL, and the President. If any member of the Elections Committee is seeking office in an MES election or demonstrates an obvious bias to any one candidate, the MES Executive shall appoint an unbiased MES Council member who is not seeking election.



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- b) The Elections Committee shall meet prior to the first of December of each year to set the dates for the presidential and general elections. These dates shall be made ready for advertisement to all McMaster undergraduate students in the Faculty of Engineering once the dates are set.
 - i) The Elections Committee shall meet prior to the first of August of each year to set the dates for the First Year Representatives elections. These dates shall be made ready for advertisement to all first year McMaster undergraduate students in the Faculty of Engineering once the dates are set.
- c) For all MES elections, the Elections Committee shall:
 - i) Post a list of all available positions to be filled and a summary of their duties prior to the nomination period.
 - ii) Post all election notices on the MES website, and on other social and physical media.
 - iii) Review and update the campaign rules and inform candidates of the campaign rules during their respective nomination periods.
 - iv) Pass judgment as to the eligibility of all the candidates (see MES Bylaws Section C.1.1), and ensure that correct nomination procedures have been followed.
 - v) Ensure that all campaign materials are in accordance with MSU regulations.
 - vi) Not engage in the campaign of any candidate(s).
 - vii) Be responsible for drawing up the official ballot for all MES elections.
 - viii) Be responsible for running all elections in accordance with the MES Bylaws Section C.
 - ix) Post the names of all successful candidates as soon as they are known. Except for presidential candidates, which will be announced at Fireball.
 - x) Take any corrective or disciplinary actions necessary with regard to electoral rule violations of any type, as outlined in this or any other duly enacted document, with the provision that the MES Executive, excepting any members thereof directly affected by the matter in question, shall act as the final arbitrator in all disputes.
 - xi) Prepare a post-election report detailing the precise results of the election and the nature of actions taken in regard to any protests, disputes, and/or rule contraventions during the course of the election. Such a report must be prepared after every MES election and submitted to the MES Council.



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11. Election Procedures

- a) Voting for elections may be conducted online. If elections are held online and more than one candidate is running for the same position, a single transferable voting system shall be used.
- b) An election shall be declared invalid if:
 - i) The Elections Committee rules that the number and seriousness of election rule and procedure infractions that may have affected the election results warrants the invalidation of the election.
- c) There must be both a non-confidence and an abstain voting option on the ballots of all MES elections.
- d) The candidate receiving the greatest number of valid votes for a given position shall be declared elected to that position, subject to ratification.
- e) In the case of a tie, the Chief Returning Officer shall reopen the campaign period for the tied position for a period of at least four days. Only those candidates who tied will be allowed to campaign again. An additional voting day, immediately following the second campaign period, will be opened up to all McMaster undergraduate students in the Faculty of Engineering of the constituency in question
- f) In the event that a member of the MES will not be able to vote on the day of an election, they may vote in advance. It is the responsibility of the voter to make proper arrangements as listed below:
 - i) An advance vote must be made in the presence of the Chief Returning Officer and one other Elections Committee member.
 - ii) After the vote is completed, the Chief Returning Officer and Elections Committee member will both initial the ballot and place it in the advance poll envelope.
 - iii) Any ballot placed in the advance poll envelope shall not be interfered with in any way. The ballots must only be removed from the envelope while the entire Elections Committee is present, to add the votes as recorded on the ballots to the election results.
 - iv) The advance poll envelope shall be the responsibility of the Chief Returning Officer.



D. 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 they 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. Welcome Week Orientation Planning Committee



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



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3. AdHoc Committees

- a) Ad Hoc Committees will be established as seen fit by the MES Executive, for the purposes of accomplishing short-term goals of the MES.
- b) The MES Executive shall appoint Chairs for Ad Hoc Committees.
- c) The MES Executive will determine the purpose of these Committees in conjunction with the approved Chair for the Committee.
- d) The MES 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 they deems necessary.

4.1. Advertising Committee

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

4.2. Awards Selection Committee

- a) The Internal Affairs Coordinator(s) shall chair the committee. The Chair is responsible for finding a Faculty member and a student to sit on the Committee.
- b) The members of the Awards Selection Committee shall consist of:
 - i) Administrator



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- ii) Vice President, Student Life
 - iii) One Faculty member
 - iv) One student who is not a MES Council member
- c) The Awards Selection 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 Awards Selection Committee will investigate and publicize other potential award programs open to undergraduate engineering students.

4.3. Club Leaders Committee

- a) The AVPCS shall chair the Club Leaders Committee.
- b) The members of the Club Leaders committee 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 Services

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

4.4. Delegate Selection Committee

- a) The VPX shall chair the Delegate Selection Committee.
- b) The Delegate Selection Committee shall accept applications from McMaster undergraduate engineering students interested in becoming a delegate on behalf of the MES at closed conferences.
- c) The members of the Delegate Selection Committee shall consist of:
 - i) Vice President, External Relations
 - ii) Chief Returning Officer
 - iii) Internal Affairs Coordinator(s)
 - iv) The remainder of the committee shall be composed of other faculty of engineering students not attending the conference, as selected by the VPX
- d) The Delegate Selection Committee should remain uniform when selecting delegates unless a conflict arises from the membership indicated in c), above.



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4.5. Editorial Review Committee

- a) The Publications Editor shall chair the Editorial Review Committee.
- b) The Editorial Review Committee must review and unanimously approve of all material being considered for all MES publications in accordance with the editorial policies of the MES (see “Services”, Section F.1.3).
- c) The members of the Editorial Review Committee shall consist of:
 - i) Editors of the Plumline, Frequency and Handbook.
 - ii) Equity and Inclusion Officer.
 - iii) Two members of the MES Executive.
 - iv) Two McMaster undergraduate students in the Faculty of Engineering.
- d) The Editorial Review Committee shall assist the Publications Editor with their responsibilities.
- e) The Editorial Review 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 voting members of the Elections Committee shall consist of:
 - a) President
 - b) Vice President, Student Life
 - c) Equity and Inclusion Officer
- c) The Elections Committee shall fulfill their responsibilities as set out in the MES Bylaws Section C.1.7.

4.7. macLAB Board of Directors

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

4.8. First Year Committee

- a) The AVPCS shall chair the First Year Committee.
- b) The members of the First Year Committee shall consist of:
 - i) Vice President, Student Life
 - ii) Associate Vice President, Clubs and Services
 - iii) SixFirst Year Representatives
- c) The purpose of the First Year Committee is to coordinate activities and fundraising initiatives for the first year class.



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4.9. Kipling Committee

- i) The Kipling Coordinator(s) shall chair the Kipling Committee.
- ii) The members of the Kipling Committee shall consist of:
 - a) Associate Vice President, Events
 - b) Vice President, Student Life
- iii) The Kipling Committee is responsible for organizing the Kipling Dinner to follow the Iron Ring Ceremony.
- iv) The Kipling 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(s) shall chair the Newsletter Committee.
- b) The members of the Newsletter Committee shall consist of:
 - i) Sports Coordinator(s)
 - ii) Administrator
 - iii) Vice President, Student Life
 - iv) Associate Vice President, Events
 - v) Department/Program Representatives
 - vi) Information Technology Coordinator(s)
 - vii) Any other undergraduate engineering students
- c) 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 AVPE shall chair the Social Committee,
- b) The members of the Social Committee shall consist of:
 - i) Fireball Coordinator(s)
 - ii) Vice President, Student Life
 - iii) Kipling Coordinator(s)
 - iv) Wellness Coordinator(s)
 - v) Culture Chair(s)
 - vi) Any other undergraduate engineering students
- c) The remainder of the Social Committee shall be composed of a variety of faculty of engineering students from different years and disciplines.



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- d) Any Social Committee member who volunteers for a particular event shall receive a discounted or free ticket to the event at the discretion of the Associate Vice President Events. Tickets for Kipling Formal and Fireball will be available at a reduced cost for volunteers (at the discretion of the respective coordinator(s)).
- e) The Social Committee shall be responsible for the coordination of the following specific events:
 - i) Engineering Pubs
 - ii) Fireball
 - iii) Kipling

4.12. Sports Committee

- a) The Sports Coordinator(s) shall chair the Sports Committee.
- b) The members of the sports committee shall consist of:
 - i) Associate Vice President, Events
 - ii) Vice President, Student Life
 - iii) Department/Program Representatives
 - iv) First Year Representatives
- c) The Sports Committee is responsible for organizing intramural sporting activities.
- d) The Sports 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 Chair(s) shall chair and select the members of the MEC 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 Chair(s) and is to be approved by the VP Academic.

4.14. Culture Committee

- a) The Culture Chair(s) shall chair the Culture Committee.
- b) Any other undergraduate engineering student can serve on this committee.



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- c) The Culture Committee is responsible for assisting the Culture Chair in the running of Santa Hog, the Santa Claus Parade, Pi Day, and any other events organized by the Culture Chair.
- d) The Culture 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. Leadership Development Committee

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

4.16. Wellness Committee

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

4.17. Sustainability Committee

- a) The Sustainability Coordinator(s) shall chair and select the members of the Sustainability Committee.
- b) The Sustainability Committee is responsible for ensuring an appropriate amount of events related to sustainability and leadership in sustainability are run each term.
- c) The Sustainability Committee shall seek ways that students can engage with the McMaster Community on sustainability, and ways in which engineering students can support sustainability efforts on and off campus.



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4.18. Academic Services Committee

- a) The AVPAR shall chair the Academic Services Committee
- b) The Academic Services Committee will be composed of upper year student 'course leads' chosen by the AVPAR:
 - i) Course leads will be assigned by the AVPAR to run sessions on a case by case basis
 - ii) Course leads will be responsible for supplying the AVPAR a review/study booklet on the course content in advance to being selected to run a session
 - iii) Course leads will be expected to show up to their assigned session and deliver a review session on the respective material for the course
 - iv) Course leads will be paid for the hours spent running the sessions at a rate higher than the minimum wage and determined by the AVPAR
- c) The Academic Services Committee is responsible for assisting in running MES Prep Sessions and MES Catch-up Sessions throughout the year.

4.19. Equity Committee

- a) The Equity and Inclusion Officer shall chair the Equity Committee.
- b) The Equity Committee shall consist of representatives selected by the chairs of the following committees:
 - i) Welcome Week Planning Committee
 - ii) McMaster Engineering Competition Committee
 - iii) Advertising Committee
 - iv) Delegate Selection Committee
 - v) Awards Selection Committee
 - vi) Social Committee
 - vii) Sports Committee
 - viii) Wellness Committee
 - ix) Any other committees at the discretion of the Equity and Inclusion Officer.
- c) The mandate of the Equity Committee is to ensure that equity and inclusion concerns are being actively worked on within the MES.

4.20. First Year Experiential Conference (FYEC) Committee

- a) The FYEC Chair(s) shall chair and select the members of the FYEC Committee
- b) The FYEC Committee is responsible for planning and organizing all functions of the First Year Experiential Conference.



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- c) The structure of the FYEC Committee shall be determined by the FYEC Chair(s) and is to be approved by the VPSL

4.21. Bus Monitor Committee

- a) The VPE shall chair the Bus Monitor Committee.
- b) Any Bus Monitor Committee member who volunteers as a bus monitor for a particular event shall receive a discounted or free ticket into the event at the discretion of the AVPEs. Tickets for Kipling Formal and Fireball will be available at a reduced cost for bus monitors (at the discretion of the respective coordinator(s)).
- c) Online and in-person training for bus monitors will be provided over the summer.
- d) Bus monitors will be provided with apparel that aid in identifying them.
- e) All bus monitors will be required to complete specific training, as outlined in [Appendix AD](#).
- f) Should someone wish to bus monitor for an event during the year without completing the required training, they will be paired with someone that has completed the training. This is at the discretion of the event organizer.

E. CLUBS, GROUPS, TEAMS, AND AFFILIATES

In brief, only MES Clubs, Groups, and Teams can apply for MES funding. Motions for a Group or Team to become ratified as an MES affiliate can be presented at an MES Council meeting. Motions to become ratified as an MES Club can be done at any MES General Meeting while motions for MES Group or Team ratification can only be done at the second MES General Meeting in a given academic year (i.e. SAGM 2).

1. Department and Program Clubs

- a) A department/program club shall be a fully recognized organization of McMaster undergraduate students, in the Faculty of Engineering. Clubs shall be affiliated with either a specific engineering department or program.
- b) The MES recognizes the following clubs:
 - i) Bachelor of Technology Association
 - ii) Bioengineering at McMaster Society



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- iii) Chemical Engineering Club
- iv) Civil Engineering Club
- v) Computer Science Society
- vi) Electrical and Computer Engineering Society
- vii) Engineering Physics Society
- viii) Materials Science and Engineering Club
- ix) McMaster Society of Mechanical Engineering
- x) Software Engineering Club
- xi) Engineering & Society Students' Association
- xii) Engineering and Management Society
- xiii) Mechatronics Club
- c) All clubs shall report their financial statement and receive funding as outlined in Clubs Financial Policy ([see MES Bylaws Section H.3](#))
- d) All club presidents will be members of the Club Leaders Committee ([see MES Bylaws Section D.4.3](#)).
- e) All new MES Department/Program Clubs must put forth a motion for recognition by the MES at a General Meeting.

2. Groups

- a) A Group shall be an organization composed of at least 75% McMaster undergraduate students in the Faculty of Engineering.
- b) A Group may receive funding from the MES by following the procedures set out in the [MES Bylaws Section H.3](#).
- c) The Groups that are officially recognized by the MES are:
 - i) DeltaHacks
 - ii) Engineers Without Borders
 - iii) Mac Eng Rugby
 - iv) McMaster Engineering Curling Club
 - v) McMaster Engineering Hockey
 - vi) McMaster Engineering Musical
 - vii) McMaster Engiqueers
 - viii) McMaster Heavy Construction Student Chapter
 - ix) McMaster Rocketry Club
 - x) McMaster Sumobot
 - xi) MecVT
 - xii) National Society of Black Engineers McMaster Chapter
 - xiii) Women in Engineering



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- xiv) Mac Design League
- xv) McMaster Mars Rover Team
- xvi) McMaster Society for Engineering Research (MacSER)
- d) To become an MES Group, you must be an MES Affiliate for at least 1 year, then let the AVPCS know your intent to apply to be an MES Group.
- e) Each MES Affiliate intending to become an MES Group must put forth a motion and submit a presentation for recognition by the MES at the second General Meeting in a given academic year (**See MES Bylaws Section G.1**). Where the MES Affiliate will present their motion to be voted on.
 - i) On majority vote, the MES Affiliate will be ratified as a Group recognized by the MES.
 - ii) Motions may be put forth at the first General Meeting in a given academic year only by direct permission from the AVPCS.
- f) Groups with a high percentage of MES members may receive a bonus amount of funding at the end of September at the discretion of the VPF.

3. Teams

- a) A team shall be a non-sporting organization composed of at least 75% McMaster undergraduate students in the Faculty of Engineering which competes at external events as representatives of McMaster.
- b) 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.
- c) Teams that are officially recognized by the MES are:
 - i) Chem E Car
 - ii) McMaster Formula Electric
 - iii) McMaster Engineering Concrete Toboggan Team
 - iv) Solar Car Team
 - v) McMaster Mini Baja
 - vi) PhaseOne
 - vii) McMaster Engineering EcoCar3
 - viii) MCAH – McMaster Student Chapter Team
 - ix) McMaster Association for Computing Machinery (Mac ACM)
 - x) McMaster Seismic Design Team
 - xi) McMaster Steel Bridge Team
- d) Team projects should involve the application of engineering design concepts.



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- e) To become an MES Team, you must be an MES Affiliate for at least 1 year, then let the AVPCS know your intent to apply to be a MES Team.
- f) Each MES Affiliate intending to become an MES Teams must put forth a motion and submit a presentation for recognition by the MES at the second General Meeting in a given academic year (See Meetings 1), where the MES Affiliate will present their motion to be voted on.
 - i) On majority vote, the MES Affiliate will be ratified as a Team recognized by the MES.
 - i) Motions may be put forth at the first General Meeting in a given academic year only by direct permission from the AVPCS.
- g) Teams with a high percentage of MES members may receive a bonus amount of funding at the end of September at the discretion of the VPF.

4. Affiliates

- a) An affiliate shall be an organization composed of at least 75% McMaster undergraduate students in the Faculty of Engineering.
- b) An affiliate is a collection of people who wish to be recognized by the MES and do not require funding.
- c) Affiliates that are officially recognized by the MES are:
 - i) FIRST Robotics Mentorship Initiative
 - ii) McMaster Fermentation Guild
 - iii) OSPE Student Club
 - iv) Water Environment Association of Ontario McMaster Chapter
 - v) Mechanical Contracting Association of Hamilton Student Chapter
 - vi) American Society of Mechanical Engineers McMaster Chapter
 - vii) McMaster Association for Computing Machinery Chapter
 - viii) Canadian Society for Civil Engineering (CSCE)
 - ix) McMaster Interdisciplinary Satellite Team (MIST)
 - x) Autonomous Robotic and Vehicle Innovations at McMaster (ARVI)
 - xi) IEEE McMaster Student Branch
 - xii) McMaster Makers
 - xiii) McMaster RoboMaster Team
 - xiv) Leading Edge
 - xv) McMaster Medical Engineering Design Team (Mac MED-T)
 - xvi) McMaster Global Engineering Brigades Ratification
 - xvii) ITE McMaster Student Chapter
 - xviii) McMaster Hyperloop Team



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- xix) North American Young Generation in Nuclear (NAYGN) McMaster
- xx) McMaster Brewing Club
- d) To become an MES Affiliate, you must email the AVPCS your intent to become an MES Affiliate.
- e) All new MES Affiliates must put forth a motion for recognition by the MES at a Council Meeting. Council will vote on the motion and the AVPCS can help you with the next steps whatever the result!

F. 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 when they become available for bidding by the relevant organization.
- b) It is the responsibility of the VPX to form a committee to select Chair(s).
- c) It is the responsibility of the Chair(s) to ensure that an organizing committee is formed and active. The number of members on the committee as well as its structure is up to the discretion of the co-chairs.

2. External Conference and Competitions

2.1. Open Conferences and Competitions

- a) Open conferences and competitions are events that can be attended by McMaster undergraduate students in the Faculty of Engineering. They are considered to be open for the VPX and council to review and provide a subsidy if approved. They will be evaluated for valuable conference content and credible organization, and approval is not recurring. It must be reviewed each time the conference or competition is run. MES Groups and Teams are not eligible to apply for the Open Conferences and Competitions fund.
- b) Other conferences or events are considered to be open following review by the VPX. Individuals seeking subsidy must be MES members.



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2.1.1. Delegation Selection for Open Conferences and Competitions

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

2.1.2. Delegate Responsibilities

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

2.2. Affiliate Conferences

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



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- iii) Engineering Student Societies' Council of Ontario Professional Engineers of Ontario student conference (ESSCO PEO-SC)
- iv) Engineering Student Societies' Council of Ontario First Year Integration Conference (ESSCO FYIC)
- v) Canadian Federation of Engineering Students President's Meeting (CFES PM)
- vi) Canadian Federation of Engineering Students Canadian Engineering Leadership Conference (CFES CELC)
- vii) Canadian Federation of Engineering Students Conference on Sustainability in Engineering (CFES CSE)
- viii) Canadian Federation of Engineering Students Conference on Diversity in Engineering (CFES CDE)

2.2.1. Delegate Selection for Affiliate Conferences

- a) The VPX shall act as head delegate to all affiliate conferences recognized by the MES when there is a vote
 - i) In the event that they cannot attend, the President or another representative will attend in their place
 - ii) For affiliate conferences that do not have a plenary or General Assembly, the Delegation Selection Committee (see MES Bylaws Section D.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 must submit an application created by the VPX.
- d) Delegates shall be selected according to the following criteria:
 - i) Their status as a current MES member
 - ii) Past, present, and intended future involvement with the MES and the host organization (i.e. ESSCO or CFES)
 - iii) Ability to represent McMaster as a mature and responsible student
 - iv) Involvement in extracurricular engineering-related activities



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- v) Appropriateness for the delegate to attend based on the conference content
- e) 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).
- f) Conference applications shall be advertised by the VPX through appropriate channels.

2.2.2. Delegate Responsibilities

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

2.3. Closed Competitions

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



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G. MEETINGS

1. General Meetings (SAGM)

- a) There shall be at least one General Meeting per term.
- b) Quorum at General Meetings shall be 3% of the total McMaster undergraduate students in the Faculty of Engineering.
- c) Quorum for each MES Department/Program Club is ten persons per club. No one person can count towards the quorum of more than one MES Department/Program Club.
- d) The Chief Returning Officer will chair the General Meetings. In the absence or declination of the Chief Returning Officer to chair, a vote shall be held to elect a chair with a two thirds majority vote.
- e) There shall be no proxy voting at General Meetings.
- f) Motions for the General Meeting are due one week prior to the meeting to allow for adequate advertising and review. It is at the discretion of the Chief Returning Officer to accept motions submitted after the deadline.
- g) The General Meeting agenda is to be posted at least 24 hours in advance of meeting.
- h) 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).
 - i) All McMaster undergraduate students in the Faculty of Engineering 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 MES Council voting positions as is outlined within the MES Constitution. Unfilled First Year Representative positions shall not count towards quorum until the First Year Representative Election has taken place.
- c) The Administrator must be notified of any motions and agenda items at least 48 hours before the meeting. Motions and agenda items not submitted within this time period may not be permitted at the meeting, subject to decision by the MES Council.



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- d) The Administrator must forward all motions for funding to the VPF upon receiving the motion(s) 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 MES Council member will record minutes in the Administrator's absence.
- f) The Chief Returning Officer shall chair all MES Council meetings. The President will chair any MES Council meetings in their absence. Should both the Chief Returning Officer and President decline or are unable to chair, a vote will be held to elect a new chair requiring a two thirds majority.
- g) MES Council 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 MES Council meeting, before the motion to adjourn, there shall be an opportunity for new business to be added to the agenda pending a two thirds majority vote in favor to add the new business. New business must be in compliance with the restrictions of the Policy Manual, the Constitution, and this document.
- k) All submitted motions must follow the format outlined in Appendix Z

2.2. Attendance

- a) Attendance at MES Council meetings is mandatory for all MES Council elected positions.
- b) Any absences must be communicated to the Chief Returning Officer and Administrator at least 24 hours in advance.
- c) Suitable excuses for missing meetings include:
 - i) Illness
 - ii) Classes
 - iii) Writing tests
 - iv) Representing the MES in an official capacity at another event
 - v) Other emergencies (at the discretion of the Chief Returning Officer)



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- d) If a council member is unable to attend they should appoint someone to be their proxy and seek the approval of the Chief Returning Officer (**See MES Bylaws Section G.2.3**)
- e) If an MES Council member misses more than two MES Council meetings in a single semester without an approved excuse, they shall be removed from the MES Council at the discretion of the Chief Returning Officer. The position shall then be open for election or appointment accordingly.

2.3. Proxy Voting

- a) A voting Council member may proxy their vote at an MES Council meeting to another voting Council member or any Full Member of the MES.
- b) Approval of the proxy must be received from the Chief Returning Officer, and notice sent to the Administrator no less than 24 hours before the start of the meeting in question. A request to proxy will not be accepted at the start of or during any meeting.
- 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 their voting preference to the voter, the person receiving the proxy can vote as they please. MES Council members should take this into consideration when choosing a person to vote in their absence.
- 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.

3. Committee Meetings

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

4. Supervisory Meetings

- a) All MES Council members will meet with their respective supervisors to discuss their progress or any problems they might be having on a regular basis.



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- b) Supervisors are to make themselves and their resources available to the people they are supervising whenever possible.

H. FINANCIAL POLICIES

1) Budget

- a) The VPF should present the preliminary budget at the first MES Council meeting of the first term. This budget will contain the proposed accounts for the upcoming year and be updated to show any accounts used in between May and September.
- b) The VPF should make an effort to consult with the relevant stakeholders when preparing the budget.
- c) In the event of a non-mandatory MES membership fee, the VPF should make an effort to prepare for a variety of opt-out rates when preparing the budget.
- d) The VPF 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.
- e) The MES Council will approve the budget at the first MES Council meeting in September; this approval authorizes the MES Executive to make necessary expenditures outlined in the budget without further approval.
- f) Changes to the approved budget:
 - i) The MES Council can amend the budget by vote during the year.
 - ii) Expenditures not outlined in the budget must be approved according to the MES Funding Policies (see MES Bylaws Section H.3)
 - iii) Budgetary changes will be moved via motion accompanied by the following:
 - 1) Reason for the change.
 - 2) Why and which budget should be changed to accompany the proposed expenditure.
- g) Reserve funds shall be set according to the MES Bylaws Section H.4.3.
- h) Contingency funds shall be set according to the MES Bylaws Section H.4.4.



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2) Payment Policies

- a) Documentation for approved expenses, including an expense report ([Appendix H](#)), must be submitted to the VPF by March 30th of the given term. Expenses from the month of April will be reported similarly before April 30th.
- b) Expenses of Department/Program Clubs, MES Groups, or MES Teams, and individuals qualifying and approved for reimbursement will receive their funding via their respective bank account or via cheques written for approved expense reports.
- c) At the discretion of the VPF, payment for an invoice shall be done for an approved expense request.
- d) The VPF shall ensure that all expenses include sufficient and honest documentation, in accordance with the funding request as mentioned in the Policy Manual.
- e) Payment for sponsorship funding requests may be dispensed at the discretion of the MES Executive, prior to the completion of the Sponsorship Checklist ([See Appendix N](#)).
- f) In order to avoid a conflict of interest, signing authorities seeking funding must have their reimbursement signed off on by other signing authorities OR they must have their expense report approved by another signing authority with evidence of this approval being presented to a third signing authority.
- g) Gasoline/mileage reimbursement for eligible travel (determined by the VPF) expenses will be \$0.22 per kilometer. Supporting map data stating total shortest distance travelled must be submitted.
- h) Any MES Member may access MES financial records during VPF office hours.
- i) 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.
 - i) The VPF shall be the only one allowed to use the credit card to pay for online expenses. Regardless of how a purchase is made, the VPF shall be the only person to hold custody of the card and its payment information.
 - ii) 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.



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3) Funding Policies

a) 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

b) Clubs Funding Policy

- a) 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.
- b) Each club is required to submit two packages to the AVPCS of the MES each year: a Budget Proposal Package and a Final Report Package.
- c) Unless otherwise written by the VPF, the Budget Proposal Package will be submitted at least 10 business days before the first General Meeting in a given academic year and will contain:
 - i) A budget proposal (following the template provided on the MES website or available from the VPF)
 - 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) General Meeting proof of funding ([Appendix U](#))
- d) Unless otherwise written by the VPF, The Final Report Package will be submitted at least 10 business days before the second General Meeting in a given academic year and it will contain:
 - 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) General Meeting proof of funding ([Appendix U](#))



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- e) The AVPCS shall review the budget proposals presented and suggest an amount to be awarded to each club. The MES VPF will review the suggested funding for each club and decide on the final amount that each club is to receive.
- f) The budget proposals will be assessed according to the following criteria:
 - i) Starting balance
 - ii) Type and variety of activities offered
 - iii) Level of activity
 - iv) Level and Sources of Sponsorship
 - v) Level of fundraising activity
 - vi) Amount of funding requested from the MES
- g) Each Department/Program Club will receive a minimum of \$100 should they meet the quorum requirements at the first General Meeting of the MES. No Department/Program Club will receive annual funding in excess of \$600. 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.
- h) Department/Program Clubs not submitting a satisfactory budget to the AVPCS by the deadline for the fall General Meeting shall be penalized one third of their club's annual allotment.
- i) Department/Program 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.)
- j) Clubs failing to meet quorum requirements at the first General Meeting will still be eligible to receive funding (only up to the first half of their annual allotment) based upon individual motions presented to and voted upon by the MES Council.
- k) Funds accumulated from penalized clubs will be reallocated into the general MES 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 and Program Representatives will be notified in a timely fashion of the amount available.
- l) Funds will be allocated to each club via cheque from the VPF. The onus is on each Department and Program 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.



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c) Groups and Teams Funding Policy

- a) 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.
- b) Each MES Group or Team is required to submit two packages to the AVPCS each year: a Budget Proposal Package and a Final Report Package.
- c) Unless otherwise written by the VPF, 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 VPF)
 - ii) A list and description of all proposed events for the coming year
 - iii) A statement of the MES Group or Team's starting balance (carry-over from the previous year)
- d) Unless otherwise determined by the VPF, the Final Report Package will be submitted at least 10 business days before the second General Meeting in a given academic year and it will contain:
 - 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 MES Group or Team (the VPF will use these figures to propose the following year's budget)
- e) 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
- f) The AVPCS shall review the budget proposals presented and suggest an amount to be awarded to each MES Group or Team. The MES Executives will review the suggested funding for each MES Group or Team and decide on the final amount that each club is to receive.
- g) All funding will be dispersed through approved expenses (see MES Bylaws Section H.2).



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- h) If an MES 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 MES 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 MES Group or Team to discuss their funding going forward.
 - ii) If these documents are not received, the MES Group or Team's funding will be reallocated to other MES Groups and Teams.

d) Conference / Competition Funding Policy

- a) Open conferences and competitions
 - i) The MES will fund up to 50% of the delegate, transportation, and accommodation fees for all delegates.
 - ii) Delegations requesting funding from the Open Conference and Competitions Fund must fill out the MES Conference/Competition Application form ([Appendix V](#)) and submit it to the VPX.
 - iii) The funding shall be approved:
 - 1) By a vote from the MES Council if in an amount greater than \$500, in which case the head delegate from the group requesting funding must present to the MES Council to receive the funding.
 - 2) At the discretion of the VPX if in an amount less than \$500, in which case the VPX must update the MES Council on what funding was approved.
 - iv) In the event that a presentation needs to be made, the presentation shall be made before attending the conference or competition and shall be evaluated based on the following criteria:
 - 1) Delegate/entrance fees
 - 2) Location of the event
 - 3) Number of MES members to attend
 - 4) Length and reputation of the event
 - 5) The degree of effort put into fundraising by the delegates
 - 6) Benefits for the MES
 - 7) History and value of the conference or competition
 - v) The head delegate must also submit a report to the VPX, to be published in The Frequency and/or the MES website no later than one month after the conference or competition has concluded.



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- 1) The report shall include updates on activities of the delegates, tangible outcomes, and effectiveness of the delegation in representing McMaster University.
- vi) The following funding mechanism will be used once the conference or competition has been approved for funding:
 - Delegation is between 1-20 MES members – 50% of the delegate fees, transportation and accommodation up to a maximum of \$100 per delegate and 1 head delegate to a maximum of \$150, not exceeding \$1000 per delegation
 - Delegation is between 20-50 MES members – 50% of delegate fees, transportation, and accommodation up to a maximum of \$75 per delegate and 2 head delegates to a maximum of \$150 each, not exceeding \$1500 per delegation
 - Delegation is above 50 MES members – 50% of delegate fees, transportation & accommodation up to a maximum of \$50 per delegate and 2 head delegates to a maximum of \$150 each, not exceeding \$2000 per delegation.
- vii) The delegation must submit the signed Delegate Code of Conduct (Appendix K) prior to attending the conference. Failing to do so will give the MES Executive the right to revoke reimbursement.
- viii) MES funding approval (while not preferred) can be given post-event on the condition that the MES Executive has been made aware (in writing) of the event and that MES members are attending it. The amount given will still be determined by the above criteria.
- ix) If the MES Council approves funding, the group must submit receipts for all expenses being covered by the MES no later than one month after the conference or competition has concluded.
- x) Inappropriate or unprofessional delegate behavior gives the MES Executives the right to revoke reimbursement.
- xi) The funding pool is limited and may be exhausted before all delegations apply. The VPF shall decide whether requests are acceptable and within the limits of the MES Budget.
- b) Affiliate conferences
 - i) The MES will fund 100% of the delegate, transportation, and accommodation fees for the VPX to attend all conferences that have a plenary



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- 1) This funding is conditional and may be revoked if the VPX fails to give a presentation to the MES Council outlining the outcomes of the conference.
 - 2) The MES will fund 100% of the delegate, transportation, and accommodation fees for up to two representatives (ideally the President and the VPX) to attend ESSCO Presidents' Meeting
 - ii) The MES will fund up to 50% of the delegate, transportation, and accommodation fees for all other delegates at the discretion of the VPX. It should be noted that the reimbursement rate will remain consistent across all affiliate conferences.
 - 1) To receive this funding, delegates must write an article or organize an event or activity, up to the discretion of the VPX.
- c) Competitions
- i) The MES will fund the registration and transportation fees for MEC winners to attend the Ontario Engineering Competition, and Ontario Engineering Competition winners to attend the Canadian Engineering Competition, as organized by the McMaster Engineering Competition Chair(s).
 - 1) Winners who are MES members will receive up to 100% funding while non-MES member winners will only receive up to 50% funding.
 - ii) The McMaster Engineering Competition Chair(s) shall write an article for The Frequency and/or the MES Website to be published no later than two weeks after each competition, detailing the results of the competitions.
- e) **Intramural Funding Policy**
- a) The MES will sponsor intramural sports teams composed of at least 80% MES members. These teams shall be reimbursed up to the percentage of MES members on their roster. If the intramural budget is underperforming the VPF and Sports Coordinator(s) reserve the authority to lower the mandatory member composition to a minimum of 75% MES members. If this happens there would be retroactive reimbursements to teams from the first semester that had already submitted their funding documents.
 - 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 Sports Coordinator(s):



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- 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 Sports Coordinator(s) shall review requests for funding to ensure they meet all requirements, and forward expense reports and receipts to the VPF.
- e) The Sports Coordinator(s) will be notified of the budget by the VPF once the budget is approved. The Sports Coordinator(s) should only approve requests within the limits of the budget.
- f) The funding pool is limited and may be exhausted before all teams apply. The VPF shall decide whether requests are acceptable and within the limits of the MES Budget.

f) 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 an MES Council meeting, stating the funding amount being requested and the project for which the funds are being requested.
 - iv) Present to the MES Council the purpose of the project, details of the funds requested, and the proposed benefit to students.
 - v) MES Groups and 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 individual/group must submit receipts for all expenses being covered by the MES prior to receiving reimbursement. The individual/group must also meet all requirements detailed in the Sponsorship Checklist (see Appendix AA) before receiving reimbursement.
- viii) The funding pool is limited and may be exhausted before any application. The VPF shall decide whether requests are acceptable and within the limits of the MES Budget.



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4) Accounts and Cash

a) 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 VPF will administer the chartered bank account, which shall be a corporate account requiring three authorized signing officers, with two out of the three signatures required on each cheque. The three signing officers shall be the President, VPF and VPSL of the MES.
- d) The VPF is responsible for administering all cheques, transfers, and deposits, and must receive approval from the proper levels of the MES Council for all payments that have not been previously granted approval by way of the budget.

b) 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 MES Executive in a higher return venture.
- b) The investment must be agreed upon unanimously by the MES Executive, and must involve no risk of loss of funds.
- c) The VPF 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 MES Executive deems it necessary to use an alternate chartered bank or trust company.

c) Reserve Funds

- a) The MES shall maintain a flexible (no risk) investment account, the sum of which shall constitute a reserve surplus fund (ECCS Fees held by the MES do not count towards this surplus, (see MES Bylaws Section H.4.2)).
- b) Funds from this reserve shall be used at the discretion of the MES Executive as per Funding Policy (see MES Bylaws Section H.3).
- c) MES members requesting funding from Reserve Funds must submit a proposal to the MES Executive.



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- 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 individual/group must submit receipts for all expenses being covered by the MES prior to receiving reimbursement. The individual/group must also meet all requirements detailed in the Sponsorship Checklist ([see Appendix AA](#)) before receiving reimbursement.

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

e) Petty Cash

- a) Petty cash may only be held by the VPF to facilitate the sale of tickets to social events.
- b) Petty cash will be held using the cash box or the safe in the MES Office. The cash box must be kept in a secure location at all times.
- 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 in the safe by the VPF for a short period of time pending the next bank deposit.
- e) The VPF should empty the safe at least once a month.
- f) The combination lock for the safe shall be changed once a year immediately after the VPF has been ratified into the position. Only the Vice President Finance and President shall know the combination.



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5) Student Fees

- a) MES student fees are collected yearly with tuition from each undergraduate engineering student by McMaster Financial Services.
- b) The per student MES student fee must be represented explicitly in the budget posted to the MES website upon approval by the MES council.
- c) All of the funds created by these fees are turned over to the MES by Financial Services in October by way of a cheque. This cheque is to be deposited in the external account such that the money can be used to cover operating expenses during the school year, with the excess being invested in a low-risk venture through the bank.
- d) An additional \$50 voluntary contribution will be collected with MES fees from each undergraduate engineering student for the McMaster Laboratory Advancement Benefaction Endowment Fund(see “Awards, Funds, and Donations”, Section G.2.1).
- e) An additional \$50 fee will be collected with tuition from each undergraduate engineering student to pay off the construction of the Gerald Hatch Centre.
- f) Fees shall be increased by the Consumer Price Index upon a majority vote by the MES Executive.

6) Accounting

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

7) Endowment Funds

- a) The McMaster Laboratory Advancement Benefaction Endowment Fund (i.e. macLAB)
- a) The administration of the McMaster Laboratory Advancement Benefaction Endowment Fund is the responsibility of the macLAB Board of Directors.



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- b) The macLAB Board of Directors will administer the fund in accordance with McMaster Laboratory Advancement Benefit Endowment Fund Bylaws.
- c) The President, VPF, and the VPA of the MES shall sit on the Board of Directors.
- d) The macLAB 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 the McMaster Laboratory Advancement Benefaction Endowment Fund Bylaws.
- e) The McMaster Laboratory Advancement Benefit Endowment Fund Bylaws may be changed and updated without approval from the MES Council.
- f) Refer to the McMaster Laboratory Advancement Benefaction Endowment Fund Bylaws for more information.

8) Honoraria & Awards

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

9) Cash Advance

- a) Cash Advances may be provided to MES affiliates, Clubs, Groups, Teams, or event organizers. The following criteria must be met:
 - i) The borrower must be an MES member.
 - ii) The borrower has completed the Cash Advance Contract with the VPF.
 - iii) The borrower pays back the advance by the agreed upon due date.
 - iv) The cash advance must be approved by the President and VPSL.

10) Donations

- a) 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.
- b) Proof of donation must be provided to the VPF for records.
- c) All donations made by the MES must be publicly reported.