



**The McMaster Social Sciences Society
Policy Manual**

**McMaster University
Faculty of Social Sciences**

Ratified: March 29, 2016

PREAMBLE

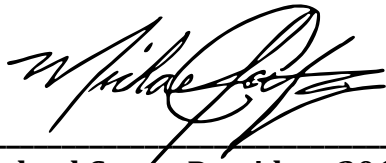
This Policy Manual was developed in 2016 in an effort to solidify the activities and policies of the McMaster Social Sciences Society (MSSS). The policies documented here are intended to accompany the Constitution of the McMaster Social Sciences Society and are binding terms of reference.

This Policy Manual will assist in the transition of the MSSS from year to year, and will also clarify the policies and activities of the Society. This document is meant to serve as a guide for everyday operations, but also is intended to be a more flexible document than the Constitution, as operational aspects and policies are bound to change. The procedures for amending this document are set out in the Constitution.

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

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

Last updated: March 29, 2016



Michael Couto, President 2015 - 2016

Gabriel Adamo, VP Administration 2015 -2016

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ARTICLE 1: Executive Election Policies

1. GENERAL

- 1.1. Elections will be held every March for the McMaster Social Sciences Society (herein referred to as the MSSS) Executive team;
- 1.2. The elected positions include:
 - 1.2.1. Vice-President Administration
 - 1.2.2. Vice-President Academic
 - 1.2.3. Vice-President External Communications
 - 1.2.4. Vice-President Finance
 - 1.2.5. Vice-President Programming
 - 1.2.6. Spirit Leader
 - 1.2.7. Administrative Assistant

2. ELIGIBILITY

- 2.1. All nominees must have the following credentials:
 - 2.1.1. Is a full-time undergraduate student registered in the Faculty of Social Sciences, Or have paid the membership fee if they are a part time undergraduate Social Sciences Student, or in a combined program , in which one of the programs is a Social Sciences discipline
 - 2.1.2. Must have to be nominated by at least 15 full-time students currently registered in the faculty of Social Sciences, and appear on current student lists.
 - 2.1.3. Must hand in a completed nomination form on time.

3. NOMINATIONS

- 3.1. All nomination periods will be advertised on the MSSS website www.themsss.com
- 3.2. Nomination forms will be made available from the MSSS office and on the MSSS Website: www.themsss.com.
- 3.3. The MSSS Chief Elections and Policy Officer must approve nomination forms upon completion, and will ensure to have the Faculty Office review student numbers of all nominees to ensure they are eligible to be nominated.
- 3.4. A list of candidates will be posted on the MSSS Website: www.themsss.com within 48 hours of the end of the nomination period.

4. CAMPAIGNING

- 4.1. Campaigning will begin on a date set by the Chief Elections and Policy Officer.
- 4.2. Campaigning is defined as, but not necessarily limited to:
 - 4.2.1. Distribution of campaign materials
 - 4.2.2. Production of media advertisements
 - 4.2.3. Speaking to classes, student groups, or individuals for the purpose of identification as a candidate and/or presentation of a platform
- 4.3. All campaign material must be of good taste and appearance. Candidate shall not publish material promoting prejudice, racism, sexism, ageism or homophobia;
- 4.4. A copy of all the candidate's campaign material(s) must be submitted to the Chief elections and policy officer in the MSSS office in Commons B104/A or via email at cepo@themsss.com for approval prior to distribution.

- 4.5. Candidates may not spend more than \$100 on campaign materials.
- 4.6. Under no circumstances shall campaign material be posted on clocks, doors, ceilings, glass surfaces, bulletin boards, exterior of buildings or anywhere outside.
- 4.7. All campaigning is limited to the confines of the McMaster University campus, with the exception of CFMU transmissions, online campaigning, and distribution of existing campus-based publications.
- 4.8. Any postings within the McMaster University Student Centre is to strictly follow the guidelines as are outlined by the Student Representative Assembly and the MSU Operating Policy which can be found online at www.msumcmaster.com.
- 4.9. Campaign material may not be posted or publicly visible in McMaster University residence buildings.
- 4.10. Candidates must get permission of a lecturer to speak to a class.
- 4.11. All campaign material must be removed within a forty-eight (48) hour period of the election results being released.
- 4.12. Any violation of campaign rules will result in immediate disqualification.
- 4.13. Candidates must follow all campaign rules as set out by the McMaster Students Union

5. VOTING

- 5.1. Voting will occur online via the MSU voting services, as set up by the Chief Elections and Policy Officer.
- 5.2. The Chief Elections for ensuring the MSU Chief Returning Officer is given all information for online voting, and ensuring that permission is given for full time Social Sciences students to vote.

6. PERSONNEL

- 6.1. Elections shall be organized primarily by:
 - 6.1.1. The Chief Elections and Policy Officer
 - 6.1.2. The Vice-President Administration

7. DUTIES OF THE CHIEF ELECTIONS AND POLICY OFFICER

- 7.1. **The Chief Elections and Policy Officer shall:**
 - 7.1.1. Be the chief electoral officer of the MSSS, and report directly to the Vice-President Administration
 - 7.1.2. Shall not be a voting member of the MSSS, and shall not seek office in an election, support any candidate, or endorse a position in a referendum administered by the MSSS during her/her term of office
 - 7.1.3. Shall report to the Vice-President Administration, the procedure and timetable before each election/referendum, and the results of each electoral period, be responsible for the submission and administration of the electoral budget, and be responsible for consulting the Vice-President Administration if clarification is needed for job duties, approved by the MSSS executive board
 - 7.1.4. Shall be in charge of all promotion of elections/referenda
 - 7.1.5. The Chief Elections and Policy Officer shall also manage all other aspects of elections including:
 - 7.1.5.1. Poll Clerking
 - 7.1.5.2. Referenda

- 7.1.5.3. Proclamation
- 7.1.5.4. Nominations
- 7.1.5.5. Eligibility
- 7.1.5.6. Notice of Poll
- 7.1.5.7. Withdrawal of Candidate
- 7.1.5.8. Ballots
- 7.1.5.9. Ballot Boxes
- 7.1.5.10. Campaigning
- 7.1.5.11. Procedure at the Poll
- 7.1.5.12. Poll Closing
- 7.1.5.13. Counting
- 7.1.5.14. Tie Vote

8. FINANCES

- 8.1. The Chief Elections and Policy Officer, under the guidance of the Vice-President Administration, shall be responsible for contacting the appropriate sources for soliciting accurate quotes on space and submitting all financial information to the Vice-President Finance for approval;
- 8.2. The Chief Elections and Policy Officer shall develop a budget with accurate quotes for elections and the promotion of elections
- 8.3. The MSSS is responsible for providing any reimbursement cheques for the Chief Elections and Policy Officer within fourteen (14) days of approval.

9. BREACH OF BY-LAW

- 9.1. Failure to meet these terms will result in consequences to be determined by the MSSS Executive.

ARTICLE 2: Clubs Bylaws and Operating Policies

1. GENERAL

- 1.1. Departmental Club initiatives shall be defined as any initiative that is directed towards enhancing the academic or social cohesion among each departments particular group of Social Sciences students, as hosted by any Departmental Club

2. CLUB RECOGNITION

- 2.1. Recognized clubs shall act as extensions of the McMaster Social Sciences Society (herein known as the MSSS) around which members of the McMaster Social Sciences Community with similar interests, backgrounds, or ambitions can gather for educational, informational and social purposes to benefit the entire McMaster community.
- 2.2. Recognition as a 'funded group of the MSSS' is a privilege based upon observances of certain procedures and acceptances of certain responsibilities. It follows that this privilege can be withdrawn if these procedures or responsibilities are neglected.

3. OBJECTIVES

- 3.1. The Departmental clubs of the MSSS will promote, organize and participate in academic and social initiatives as part of its year plan;
- 3.2. The Departmental clubs of the MSSS shall not participate in any initiatives that promote prejudice, racism, sexism, ageism, or homophobia;
- 3.3. The Departmental clubs of the MSSS shall include the MSSS logo in all promotional materials for any event.

4. PRIVILEGES

- 4.1. A recognized club shall:
 - 4.1.1. Enjoy MSSS privileges with regard to the use of MSSS resources.
 - 4.1.2. Be reimbursed for approved spending upon submission of all receipts and an expense report (see below)
 - 4.1.3. Make use of the MSSS name and funding from the MSSS
 - 4.1.4. Be able to advertise events on the MSSS website free of charge

5. DUTIES OF DEPARTMENTAL CLUBS

- 5.1. A MSSS Club shall:
 - 5.1.1. Include the words “a recognized and funded club of the MSSS” under its name and the MSSS logo on all letterhead, advertising, and publicity;
 - 5.1.2. Ensure that the club’s executive members are MSU members;
 - 5.1.3. Ensure that the club’s executive consists of at least a President, Vice-President, and Treasurer, at least two of whom shall be signing authorities for the club;
 - 5.1.4. Maintaining all contact information of its executive council within the MSSS
 - 5.1.5. File a digital copy of any publication they publish to the McMaster community
 - 5.1.6. Follow recognized University Policy, including the Student Code of Conduct and the Risk Management Events Organize Procedures.
 - 5.1.7. Clubs must attend the Academic Showcase event. These dates will be announced to clubs far in advance.
 - 5.1.8. Clubs may be asked to participate in the mentorship program in areas where programs are under-represented by Blu Cru reps.
 - 5.1.9. Clubs will be required to follow all guidelines set out in the Clubs Handbook and the MSSS constitution.
 - 5.1.10. The MSSS will only consider funding events of clubs that:
 - 5.1.10.1. Submit a year plan to the Vice-President Academic and Vice-President Finance no later than October 1st. The year plan must include a copy the budget as well as the funding tier application.
 - 5.1.10.2. Submit an event proposal form, alongside a sample event budget 2 weeks before the date of the intended event
 - 5.1.10.3. Submit a copy of EOHSS approval a minimum of 5 days before the date of the intended event

- 5.1.10.4. Submit an expense report within 2 weeks of the event with proper documentation (original receipts). Failure to do this will result in no reimbursement. If extenuating circumstances do not permit for proper documentation within the 2 week periods described above, proper notice must be given to the Vice-President Finance.
- 5.1.10.5. Use an MSSS email, provided by the Vice-President Finance of the MSSS. All formal communication between the MSSS and the Club will occur from this email. This email will also be used by the club for formal communication with all club members.

6. CONTINUATION PROCEDURE

- 6.1. Clubs must submit names of all executive members for the new year by April 30th.
- 6.2. In the event the club does not have an incoming president, the executive will contact the Vice-President Finance and an election will take place to find someone.
- 6.3. Clubs must submit a transition report to the MSSS by April 30th in order for the Vice-President Finance to properly transition the new clubs. Failure to do so will result in consequences to be determined by the MSSS executive.

7. FUNDING

- 7.1. The contract must be signed by the clubs president in order for any money to be released by the MSSS.
- 7.2. The Clubs must use a bank account set up in the formal name of the club. Clubs are not permitted to use the personal bank account of their executive. Funds will only be released to the clubs bank account by the Vice-President Finance. If a club does not have a bank account set up in their clubs name, the Vice-President Finance can assist in opening an appropriate account. All clubs must submit a bank statement from their account at the beginning and end of the year.
- 7.3. Funding shall follow a set criteria set forth by the Vice-President Academic and Vice-President Finance under the advice of the MSSS executive.
- 7.4. Funding shall be given in the form of grants; loans must be coordinated through the Vice-President Finance under the advice of the MSSS executive.
- 7.5. Club grants shall be given out on an expense basis as follows:
 - 7.5.1. The Vice-President Finance will inform the club of their funding for their term by October 15th.
 - 7.5.2. A club will only receive reimbursements upon presentation of original receipts and an expense report (or invoices). There are no exceptions to this rule.
 - 7.5.3. Upon presentation of the documentation outlined above, the club will issue a reimbursement to the member.

- 7.5.4. Funding shall only be granted for events held throughout the academic year; all receipts for reimbursements must be submitted to the Vice-President Finance.
- 7.5.5. Funding appeals shall be taken to the President of the MSSS, through the Vice-President Finance; their decision shall be final.
- 7.5.6. At the end of each semester each club shall submit their bank balance and original receipts to the Vice-President Finance for review by the MSSS.
- 7.5.7. The MSSS is responsible for providing any reimbursement cheques for the Departmental club within fourteen (14) days of approval.
- 7.5.8. Double claiming from the MSU and MSSS will not be tolerated. The Vice-President Finance and the MSU Clubs Administrator will keep in close contact to ensure that this does not occur. Failure to comply will result in consequences to be determined by the MSSS executive.
- 7.5.9. The MSSS remains a financially transparent organization. If a group is unsure of how the MSSS is being managed, they may petition the Vice-President Finance for a financial statement. This report shall be made available on the MSSS website at the end of each academic year. In turn, all MSSS funded clubs are transparent organizations and thus must present their financial information as per request of the MSSS executive.
- 7.6. The MSSS reserves the right to deny any departmental club funding for circumstances they see fit, with a full executive vote.

8. BREACH OF BY-LAW

- 8.1. Failure to meet these terms will result in consequences to be determined by the MSSS Executive.

ARTICLE 3: Services Policies

1. PUBLICATIONS

- 1.1. **Approval:** A material published in Monthly Newsletters and the Social Sciences First Year Survival Guide must first get unanimous approval from the Core Executive Team.
- 1.2. **Purpose:** The purpose of a MSSS Publication is:
 - 1.2.1. To provide a means of communication for the MSSS.
 - 1.2.2. To provide information to the social sciences students.
- 1.3. **Social Sciences Survival Guide:** The Social Sciences Survival guide is a publication primarily targeted to first year social sciences students with the intention of introducing them to McMaster Social Sciences culture while providing them with important information required to survive first year, as well as important information about the MSSS.
 - 1.3.1. Printing and Distribution
 - 1.3.1.1. The Handbook Editors shall ensure that the Handbook is ready for distribution during Welcome Week.
 - 1.3.1.2. The Handbook Editors shall decide the number to

be printed based on feedback from the Faculty Office, provided that at least enough copies are printed to provide one to each first year student.

1.3.1.3. Extra copies shall be distributed to upper level students.

2. WEBSITE

The MSSS website acts as a source of information for the McMaster Social Sciences student body and those interested in our faculty. With that in mind, the following points should be followed with respect to the website.

- 2.1.** The VP External Communications is responsible for creating and maintaining the website.
- 2.2.** Language should be clean.
- 2.3.** There shall be no pictures of substance consumption/abuse or people committing inappropriate acts.
- 2.4.** If requested by any party, specified images must be removed promptly and without question.
- 2.5.** The website should have an up to date repository of all MES documents (Constitution, Policy Manual, Meeting Minutes, Reports, etc.) and event news.
- 2.6.** The VP External Communications is not responsible for finding content to post on the site. He/she will post what he/she is asked to at his/her discretion, and what he/she finds relevant.
- 2.7.** The VP External Communications is not responsible for grammar or content of any documents/text that he/she posts on behalf of another, unless asked to type it in his/her own words.
- 2.8.** By no means will the password to the MSSS server, mailing list, or any other passwords relevant to this position be given to anybody aside from the President.
- 2.9.** The MSSS server password shall be changed as part of the transition process.

3. OFFICE

- 3.1.** The MSSS Office is for the use of the Core Executive members and Welcome Week Planners only.
- 3.2.** It is secured with a pentode lock which only the above members shall have access to.
- 3.3.** Under special circumstances, other MSSS members who request use of the office for Society activities may also be issued provisional access by one of the Core Executive members.
- 3.4.** Friends or acquaintances of office users are not permitted, under any circumstances, in the office without verbal permission of an Executive member.
- 3.5.** Each user of the office is responsible for cleaning up his/her mess after each use. This includes disposing of scrap paper and food, recycling appropriate materials, wiping off desks, and securely locking the door.
- 3.6.** Office Equipment
 - 3.6.1.** The office contains one computer, printer, telephone, and stationary supply. The computer contains word-processing, spreadsheet, and design software for MSSS-related work including typing meeting minutes, creating posters, etc.

3.6.2. The telephone is equipped with a Toronto 'Free Line'. The phone, whether for local or long distance calling, may only be used for MSSS-related calls.

3.6.3. Stationary is purchased as needed by the Administrative assistant for the printer and for MSSS work only.

4. LOUNGE

Only the Core Executive members and the Welcome Week Planners shall have access to the storage/lounge room.

ARTICLE 4: Meetings Policies

1. SOCIAL SCIENCES GENERAL ASSEMBLY (SSGA)

- 1.1. There shall be at least one Social Sciences General Assembly (SSGA) per term.
- 1.2. Quorum at General Meetings shall be 3% of total membership of the MSSS.
- 1.3. The President will chair the SSGA. In the absence or declination of the President to chair, the VP Administration shall take his/her place.
- 1.4. There shall be no proxy voting at SSGA.
- 1.5. Motions for the General Meeting are due one week prior to the meeting to allow for adequate advertising and review. IT is on the discretion of the President to accept motions submitted after the deadline.
- 1.6. Meeting Agenda is to be posted at least 24 hours in advance of meeting
- 1.7. All full members of the MES have the right to vote at the SSGA.

2. MSSS EXECUTIVE MEETINGS

- 2.1. MSSS Executive meetings shall be held once every week for the entirety of both semesters.
- 2.2. Agendas shall be distributed by the Administrative Assistant at the beginning of the meeting.
- 2.3. The President must be notified of any motions and agenda items at least 24 hours before the meeting. Motions and agenda items not submitted within this time period may not be permitted at the meeting, subject to decision by the Core Executive.
- 2.4. The Administrative Assistant is responsible for recording the minutes of all proceedings of the meeting. If the Administrative Assistant is unavailable for all or part of a meeting, the VP Administration will record minutes in the Administrative Assistant's absence.
- 2.5. The President shall chair all society meetings. Should the President be unable to chair, the VP Administration will chair any meetings in his/her absence.
- 2.6. The adoption of the agenda will be motioned at the start of society meetings. Any amendments will be brought forth as motions to amend the agenda during this motion.
- 2.7. The Administrative Assistant will tally and record any voting on motions. A second counter must confirm the Administrative Assistants count.

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

2.9. Attendance:

2.9.1. Attendance at Society meetings is mandatory for all Core Executive members.

2.9.2. Any absences must be communicated to the Administrative Assistant at least 24 hours in advance.

2.9.3. Suitable excuses for missing meetings include: Illness, classes, writing tests, and other emergencies at the discretion of the Administrative Assistant.

2.9.4. If a Core Executive member misses more than three Society meetings in a single semester without approved excuse, they shall be removed from the society at the discretion of the President.

3. COMMITTEE MEETINGS

Committees shall be responsible for organizing and conducting regular meetings in an efficient and orderly manner.

ARTICLE 5: Special Events Policies

WELCOME WEEK

1. DEFINITION

1.1. Welcome Week initiatives shall be defined as any initiative that involves promotion of spirit and cohesion of incoming first year Social Sciences students, fundraisers, volunteer opportunities, and opportunities to increase the presence of the McMaster Social Sciences Society among the McMaster community during McMaster's official welcome week, the first week of September

2. PURPOSE

2.1. To help first year Social Sciences students in their transition into university and the McMaster community;

2.2. To promote and provide information to Social Sciences students on local community events;

2.3. To liaise with other student bodies on campus to enhance student experience at McMaster University.

3. OBJECTIVES

3.1. The McMaster Social Sciences Society (herein referred to as the MSSS) will promote, organize and participate in events and/or other Welcome Week initiatives as part of its year plan;

3.2. The MSSS shall annually select two (2) Welcome Week Planners, who will primarily be responsible for planning the Society's Welcome

Week events and initiatives, and will work under the guidance of the Vice-President Administration;

3.3. The MSSS Welcome Week Planners will hold events throughout welcome week including but not limited to:

3.3.1. Faculty Day

3.3.2. Faculty Night

3.3.3. Faculty Fest

3.4. The MSSS shall not participate in any initiatives that promote prejudice, racism, sexism, ageism, or homophobia;

3.5. The MSSS shall include in all promotional materials for any Welcome Week event or initiative:

3.5.1. MSSS branding;

3.5.2. Branding of any organizations involved;

3.5.3. Information or a method of gaining information about the cause for which the initiative is supporting.

4. PERSONNEL

4.1. Welcome Week initiatives shall be organized primarily by:

4.1.1. Welcome Week Planners;

4.1.2. Vice-President Administration

5. FINANCES

5.1. The Welcome Week Planners, under the guidance of the Vice-President Administration, shall be responsible for contacting the appropriate sources for soliciting accurate quotes and submitting all financial information to the Vice-President Finance for approval;

5.2. The Welcome Week Planners, under the guidance of the Vice-President Administration, shall develop a budget with accurate quotes for any promotional materials or events;

5.3. The MSSS is responsible for providing any cheques for the Welcome Week Planners within fourteen (14) days of approval.

6. BREACH OF BY-LAW

6.1. Failure to meet these terms will result in consequences to be determined by the MSSS Executive.

SHINERAMA

1. DEFINITION

1.1. Shinerama initiatives shall be defined as any initiative that involves fundraisers for Shinerama, raising awareness for the Shinerama Campaign, fundraising done previous to and during the period of Welcome Week.

2. PURPOSE

- 2.1.** To encourage Social Sciences students to actively fundraise for the Shinerama campaign;
- 2.2.** To promote and provide information to Social Sciences students on the awareness of research for Cystic Fibrosis and Shinerama initiatives;
- 2.3.** To organize and execute fundraising events during the summer months for the annual Shinerama campaign.

3. OBJECTIVES

- 3.1.** The McMaster Social Sciences Society (herein referred to as the MSSS) will promote, organize and participate in fundraisers, charitable events and/or other Shinerama initiatives as part of its year plan;
- 3.2.** The MSSS shall annually select an Shinerama Coordinator, who will primarily be responsible for the Society's Shinerama fundraising initiatives, and will work under the guidance of the Vice-President Administration;
- 3.3.** The MSSS shall not participate in any initiatives that promote prejudice, racism, sexism, ageism, or homophobia;
- 3.4.** The MSSS shall include in all promotional materials for any Shinerama event or initiative:
 - 3.4.1.** MSSS branding;
 - 3.4.2.** Branding of any organizations involved;
 - 3.4.3.** Information or a method of gaining information about the cause for which the initiative is supporting.

4. PERSONNEL

- 4.1.** Outreach initiatives shall be organized primarily by:
 - 4.1.1.** Shinerama Coordinator;
 - 4.1.2.** Vice-President Administration

5. FINANCES

- 5.1.** The Shinerama Coordinator, under the guidance of the Vice-President Administration, shall be responsible for contacting the appropriate sources for soliciting accurate quotes and submitting all financial information to the Vice-President Finance for approval;
- 5.2.** The Shinerama Coordinator, under the guidance of the Vice-President Administration, shall develop a budget with accurate quotes for any promotional materials or events;
- 5.3.** The MSSS is responsible for providing any cheques for the Shinerama Coordinator within fourteen (14) days of approval.

6. BREACH OF BY-LAW

- 6.1.** Failure to meet these terms will result in consequences to be determined by the MSSS Exec

FORMAL

1. GENERAL

1.1. The MSSS will hold an annual Formal, usually in March for Social Sciences Students. This event is usually held at a banquet hall in Hamilton, and transportation is provided for students who wish to attend. The event includes dinner and dancing for ticket purchasers, and prizes are raffled off as well as drinks are available for purchase. This is one of the largest events Social Sciences hosts each year, and all students are welcome to purchase tickets. Tickets have traditionally been sold for \$30/per person. The Vice-President Programming, in conjunction with the Social Committee Coordinator, organizes this event.

ARTICLE 6: Promotions Policy

1. PURPOSE

- 1.1.** To be an official On-line, and Paper promotional medium for the MSSS to communicate with Social Sciences students;
- 1.2.** To promote and provide news or information that is relevant to and/or has impact on Social Sciences students

2. OBJECTIVES

- 2.1.** The MSSS Vice-President External Communications shall update the MSSS Website, and Social Media regularly with Society news and events, and other faculty or university updates that are relevant and/or impacts Social Sciences students;
- 2.2.** The MSSS Website shall provide access to all Society documents as deemed appropriate by the Executive, including but not limited to the MSSS Constitution, By-Laws, and meeting minutes;
- 2.3.** The MSSS shall hire a Web Designer, as deemed necessary by the Executive, for the purpose of redesigning the Website, repairing the Website, creating paper promotional material, or any other tasks relating to the Website and promotional material that is beyond the capabilities of the Executive;
- 2.4.** The MSSS Website, social media accounts, or print promotions shall not publish material promoting prejudice, racism, sexism, ageism or homophobia;
- 2.5.** The MSSS on-line and paper promotional material shall uphold the Society Objectives as outlines in the MSSS Constitution;
- 2.6.** The MSSS on-line and print promotional material shall maintain the MSSS branding, as well as provide contact information and means of communicating with the Executive.

3. PERSONNEL

- 3.1.** The MSSS Website, Social Media, and print promotions shall be maintained by:
 - 3.1.1.** Vice-President External Communications
 - 3.1.2.** Media and Design Coordinator
 - 3.1.3.** Photography Coordinator
 - 3.1.4.** Website Designer (as needed)

4. FINANCES

- 4.1. The Vice-President External Communications, with the Web Designer if one has been hired, shall develop a budget with accurate quotes for all costs associated with any updates, changes, or promotional materials related to the MSSS Website, Social Media, and Paper Promotions and submit it to the Vice-President Finance for approval;
- 4.2. The MSSS is responsible for providing any cheques for the MSSS website within fourteen (14) days of approval.

5. BREACH OF BY-LAWS

- 5.1. Failure to meet these terms will result in consequences to be determined by the MSSS Executive.

ARTICLE 7: Outreach Policy

1. DEFINITION

- 1.1. Outreach initiatives shall be defined as any initiative that involves fundraisers, charitable events, or volunteer opportunities

2. PURPOSE

- 2.1. To encourage Social Sciences students to actively participate in outreach initiatives;
- 2.2. To promote and provide information to Social Sciences students on local community events;
- 2.3. To organize and collaborate with external groups in creating new outreach initiatives.

3. OBJECTIVES

- 3.1. The McMaster Social Sciences Society (herein referred to as the MSSS) will promote, organize and participate in fundraisers, charitable events and/or other outreach initiatives as part of its year plan;
- 3.2. The MSSS shall aim to collaborate with on- and off-campus bodies to support their cause and/or develop new outreach initiatives;
- 3.3. The MSSS shall annually select an Outreach Coordinator, who will primarily be responsible for the Society's outreach activities, and will work under the guidance of the Vice-President External Communications;
- 3.4. The MSSS shall not participate in any initiatives that promote prejudice, racism, sexism, ageism, or homophobia;
- 3.5. The MSSS shall include in all promotional materials for any outreach event or initiative:
 - 3.5.1. MSSS branding;
 - 3.5.2. Branding of any organizations involved;
 - 3.5.3. Information or a method of gaining information about the cause for which the initiative is supporting.

4. PERSONNEL

- 4.1. Outreach initiatives shall be organized primarily by:

- 4.1.1. Outreach Coordinator;
- 4.1.2. Vice-President External Communications

5. DUTIES OF PERSONNEL

- 5.1. The Outreach Coordinator will:
 - 5.1.1. Develop and maintain positive relations between various external bodies on and off campus relating to outreach involvement.
 - 5.1.2. Submit bi-weekly a list of current student outreach opportunities to the Vice-President External Communications for publication on the MSSS website;
 - 5.1.3. Mobilize Social Sciences students to participate in major annual events including, but not limited to, the Terry Fox Run, Trick or Eat, Relay for Life, and MSSS Student Leadership Award Fundraising;
 - 5.1.4. Organize, under the guidance of the Vice- President External Communications, a minimum of two (2) outreach initiatives in each term of a given Fall/Winter session;
 - 5.1.5. Facilitate the promotion, application, and selection processes for the MSSS Student Leadership Award
 - 5.1.6. Work towards fundraising \$1000 for the MSSS Student Leadership Award, which is awarded by the beginning of March each year
- 5.2. The Vice-President External Communications shall:
 - 5.2.1. Act as the liaison between the Outreach Coordinator and the MSSS;
 - 5.2.2. Maintain regular communication with the Outreach Coordinator to ensure the on-going outreach activities of the MSSS;
 - 5.2.3. Publish within seven (7) days the biweekly report submitted by the Outreach Coordinator.
 - 5.2.4. Aid the Outreach Coordinator in organizing outreach initiatives.

6. FINANCES

- 6.1. The Outreach Coordinator, under the guidance of the Vice-President External Communications, shall be responsible for contacting the appropriate sources for soliciting accurate quotes and submitting all financial information to the Vice-President Finance for approval;
- 6.2. The Outreach Coordinator, under the guidance of the Vice-President External Communications, shall develop a budget with accurate quotes for any promotional materials or events;
- 6.3. The MSSS is responsible for providing any cheques for the Outreach Coordinator within fourteen (14) days of approval.

7. BREACH OF BY-LAW

- 7.1. Failure to meet these terms will result in consequences to be determined by the MSSS Executive.

ARTICLE 8: Financial Policies

1. BUDGET

- 1.1.** An annual budget for the MSS shall be prepared by October 1st, and must be approved by a two-thirds vote of the Executive. A majority vote of the Executive is required for any reallocation of funds within the approved budget.
- 1.2.** Signing authorities of the MSSS shall be the President, the Vice-President Finance, and the Vice-President Administration.
- 1.3.** The fiscal year of the MSSS shall run for a period of twelve months from April 1st to March 31st.
- 1.4.** No member of the Executive is empowered to make purchases in the name of the MSSS, or in any way obligate the MSSS to payments of over \$100 until the Vice-President Finance and one other person with signing authority – either the President or the Vice-President Administration, have granted at an Executive meeting, or permission.
- 1.5.** The MSSS shall collect a fifteen-dollar (\$15) membership fee from all Social Sciences students.
- 1.6.** All Departmental Clubs must submit a budget by September 30th to the Vice-President Finance for approval by the MSSS Executive in order to obtain annual funding from the MSSS. Club budgets will be reviewed by the MSSS Executive and revised for the Winter Term by the Vice-President Finance in order to determine the amount to be allocated in a given year.
- 1.7.** The proposed annual budget shall be published on the MSSS website by October 31st of every year as well as the final year budget shall be published by April 30th, at the end of term 2.
- 1.8.** Funding for Departmental Clubs must adhere to the Clubs By-Laws and approved by a majority of the MSSS Executive.

2. PAYMENT POLICIES

- 2.1.** Documentation for approved expenses, including an expense report must be submitted to the VP Finance by March 30th of the given year.
- 2.2.** Expense of department clubs, qualifying and approved for reimbursement will receive their funding via their respective bank account.
- 2.3.** On the discretion of the VP Finance, payment for an invoice shall be done for an approved expense request.
- 2.4.** VP Finance shall ensure that all expenses include sufficient and honest documentation, in accordance with the funding request as mentioned in the Policy Manual.
- 2.5.** In order to avoid a conflict of interest, cheque-signing authorities seeking funding must have their cheque signed off on by another signing authority.
- 2.6.** All MSSS Financial records will be available by request.

3. FUNDING POLICIES

- 3.1. Other Funding Requests**

- 3.1.1. All funding requests unlisted under the approved budget must be approved by a majority vote of the Core Executive.
- 3.2. Clubs Funding Policy**
- 3.2.1. A systematic method for the distribution of MSSS funds to all recognized department and program clubs.
 - 3.2.1.1. To avoid overlap with the MSU funding.
 - 3.2.1.2. To encourage continuity for each club from year to year.
 - 3.2.1.3. To develop accountability to the MSSS for funds provided.
- 3.2.2. Each club is required submit a Budget Proposal Package which will contain:
 - 3.2.2.1. A signed copy of the Clubs Handbook
 - 3.2.2.2. A Funding Tier Request Application
 - 3.2.2.3. Proposed Budget
 - 3.2.2.4. A list and description of all proposed events for the year
 - 3.2.2.5. A statement of the previous academic years bank statements
- 3.2.3. Budget Proposals will be assessed and approved according to the following criteria:
 - 3.2.3.1. Starting balance
 - 3.2.3.2. Type and variety of activities offered, meeting the expectation of the Funding Tier
 - 3.2.3.3. Level of fundraising activity
- 3.2.4. During the year each club is required to submit a term report, at the end of the first term as well as a year report at the end of the school year.
- 3.2.5. No club will receive annual funding in excess of \$2000.
- 3.2.6. Clubs not submitting satisfactory Budget Proposal's by the assigned date, may be penalized.
- 3.2.7. Funds will be allocated to each via cheque from the Vice President Finance, upon receiving an expense report. The onus is on each Department Representative to pick up their cheques once notified by email. Failure to deposit these funds by the end of the current academic semester will result in the cheque being deemed null and void by the MSSS, and not replaceable under any circumstance.

4. ACCOUNTS AND CASH

- 4.1. The MSSS shall be the owner of at least:
 - 4.1.1. One Chequings Account at an outside chartered bank or trust company.
 - 4.1.2. One McMaster University Account
- 4.2. This account shall be used for the majority of daily operations such as deposits, purchases and payment of bills.
- 4.3. The University account shall be used strictly for on-campus functions (equipment rental, photocopy charges, on-campus charges).
- 4.4. The Vice President Finance will administer the chartered bank account, which shall be a corporate account requiring three authorized signing officers, with two out of the three signatures required on each cheque.

The three signing officers shall be the President, Vice President Finance, and the Vice President Administration.

- 4.5. The Vice President Finance is responsible for administering all cheques and deposits, and must receive approval from the proper levels of the society for all payments, that have not been previously granted approval by way of the budget.

5. PETTY CASH

- 5.1. Petty cash may only be held by the Vice President Finance to facilitate the sale of tickets to social events
- 5.2. Cash will be held using the cash box (which is to be kept in a secure location), or the safe in the MSSS Office.
- 5.3. Petty cash in the safe should not exceed \$3000.
- 5.4. Large amounts of money that are to be deposit in the bank may be kept by the Vice President Finance in the safe for a short period of time pending the next bank deposit.
- 5.5. The Vice President should empty the safe at least monthly
- 5.6. Only the Vice President Finance and the President shall know the combination for the safe.

6. ACCOUNTING

- 6.1. The Vice President Finance shall keep comprehensive of all transactions through the MES accounts, by the way of books that are to be kept in accordance with good accounting practice. MSSS shall employ an accountant to complete a Review Engagement.
- 6.2. The Vice President Finance shall have the books balanced at the end of each semester prepared for the Core Executive.

ARTICLE 8: HONORARIA, AWARDS, AND DONATIONS POLICIES

1. HONORARIA

- 1.1. The MSSS Core Executive may choose to honour Departmental Clubs, Year Representatives, Peripheral Executives, Core Executives, Guest Lecturers/Speakers, or Professors in any given year as they see fit, by way of awards or gifts.
- 1.2. Purchase of these gifts must have approval from the Core Executive.

2. AWARDS

- 2.1. The MSSS offers to awards to students that are a part of MSSS membership, applications will be released in January of every year.
- 2.2. **Leadership Award for Community Involvement**

- 2.2.1.** This award was created to acknowledge a well-rounded undergraduate social sciences student who displays strong leadership qualities in athletics, extra-curricular groups within McMaster, volunteer work within the community, paid work experiences, and academics while in University. The recipient will receive a \$1000 cheque and two (2) tickets to the McMaster Social Sciences Formal.
- 2.3. Graduate Award for Academic Achievement**
- 2.3.1.** This award was created to acknowledge a well-rounded undergraduate social sciences student who will be graduating and attending graduate school who has succeeded academically. A student has demonstrated strong leadership in extra-curricular groups within McMaster, volunteer work within the community, paid work experiences, and academic success while in University. The recipient will receive a \$1000 cheque and two (2) tickets to the McMaster Social Sciences Formal.
- 2.4.** The Awards Selection Committee shall comprise of the Vice President Finance, the Vice President Academic, the President, and a faculty member of Experiential Education.

3. DONATIONS

- 3.1.** All donations made by the MSS shall fall under normal financial policies for release of funds, based on dollar amount.
- 3.2.** Proof of donation must be provided to the Vice President Finance for records.
- 3.3.** All donations made by the MSSS must be advertised on the MSSS website.