



PROGRAM SOCIETY HANDBOOK

McMaster Social Sciences Society

August 19 2019

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1.1 WELCOME LETTER



Dear Program Society Executive Members,

My name is Madeleine Raad and I am your McMaster Social Sciences Society President for the 2019/2020 academic year. I am responsible for setting the direction of the MSSS and ensuring that all of you have the support and resources you need to effectively run your respective programs. My door is always open if you ever have any questions, comments, concerns or would just like to sit down and meet with me. There are two individuals in particular that will play a very large role as a support to all of you throughout the year.

Cole Badiani is the 2019/2020 Vice-President Finance, and will be in charge of all finances for this year. Whenever you need any kind of funding or have any questions about how to appropriately budget your money, he will be the person to contact. You can reach him by email at vpfinance@themsss.com.

Melissa Marques is the 2019/2020 Vice-President Programming. If you have any questions about event planning, feel free to contact her. Melissa can be reached by email at vpprogramming@themsss.com.

I would like to take this time to officially congratulate each of you on your roles within your societies, and welcome you into the McMaster Social Sciences Society! We are delighted at the opportunity to collaborate with all of you to make your program societies a success. This year, we will be hosting a training tentatively set for the evening of Sunday, September 15th. More information on timing and location will be provided to you soon.

I look forward to meeting all of you in the coming weeks!

Sincerely,
Madeleine Raad

1.2
MEMBERS
OF THE
CORE
EXECUTIVE



President – Madeleine Raad
president@themsss.com

Vice-President Administration – Lauren Breen
vpadmin@themsss.com

Vice-President Academic – Tanisha Palmer
vpacademic@themsss.com

Vice-President Finance – Cole Badiani
vpfinance@themsss.com

Vice-President External – Melissa Darby
vpexternal@themsss.com

Vice-President Programming – Melissa Marques
vpprogramming@themsss.com

Internal Assistant – Siobhan Teel
InternalAssistant@themsss.com

The McMaster Social Sciences Society Office is located in L.R. Wilson Hall
Room 1001.

1.3
PROGRAM
SOCIETY
CONTACT
INFORMATION



McMaster Anthropology Society- mas@themsss.com

McMaster Economics Society- econ@themsss.com

Geography and Earth Sciences Society- gessociety@gmail.com

Health, Aging and Society Student Association- hassa@themsss.com

Labour Studies Student Association- lssa@themsss.com

McMaster Political Science Student Association- mpssa@themsss.com

McMaster Psychology, Neuroscience & Behaviour Society- pnbsociety@gmail.com

McMaster School of Social Work Association- swas@themsss.com

McMaster Society, Culture & Religion (SCARS) - scars@themsss.com

McMaster Sociology Society- sociology@themsss.com

McMaster Social Psychology Society - socialpsychology@themsss.com

1.4 MSSS PROGRAM SOCIETY CONTRACT



The following contract is between the McMaster Social Sciences Society President, the Vice-President Administration, the Vice President Finance, the Vice-President Programming and the President of the _____ (_____) an academic program society of the MSSS.

- 1) The Program Society must use an MSSS email, provided by the Vice-President External of the MSSS, unless stated otherwise. All formal communication between the MSSS and the Program Society will occur from this email. This email will also be used by the Program Society for formal communication with all society members.
- 2) The contract must be signed by the Program Society President in order for any money to be released by the MSSS.
- 3) The Program Society must use a bank account set up in the formal name of the Program Society. Program Societies are not permitted to use the personal bank account of their executive. Funds will only be released to the Program Society bank account by the Vice-President Finance. If a Program Society does not have a bank account set up in their society name, the VP Finance can assist in opening an appropriate account. All Program Societies must submit a bank statement from their account at the beginning and end of the year
- 4) A detailed budget for the Program Society must be submitted to the Vice-President Finance by September 30th. Information on what is expected in this budget is detailed in the Program Society Handbook, which the President of the Program Society will receive at the time of the contract signing.
- 5) Event forms and Expense Reports must be filled out for each event that the club organizes. The event needs to be approved by the Vice-President Finance before the event takes place, otherwise there will be no funds released by the Vice-President Finance to pay for the event. This also allows us to put the event in the MSSS calendar on all of our social media and help advertise it as necessary.
- 6) Names of executive members and accurate contact information for the President and those executive members (emails and phone numbers) must be given at the time of contract signing.

1.4 MSSS PROGRAM SOCIETY CONTRACT



- 7) Program Societies must attend, both Fall previews (held in October and November) and “May@Mac” (held in May). Failure to attend this event will result in consequences to be determined by the MSSS executive.
- 8) All Core Executives of the MSSS will be responsible for answering email questions promptly and accurately. They will also assist Program Societies in event planning and form submission should you need it.
- 9) Program Societies may be asked to participate in the mentorship program in areas where programs are under-represented. While this participation is not mandatory, it is highly encouraged by the MSSS executive.
- 10) Program Societies must report the names of their new executive members to the MSSS by April 1st.
- 11) Program Societies will be required to follow all guidelines set out in the Clubs Handbook, the MSSS Operating Policy and the MSSS constitution.
- 12) Program Societies must submit a year plan to the Vice-President Administration and the Vice President Finance no later than September 30th. The year plan must include the budget of the Program Society as well.
- 13) At least one Executive member of each Program Society must attend the Program Society meeting, to be decided at the discretion of the MSSS Executive. These dates will be announced to Program Societies far in advance.
- 14) Program Societies are required to complete a term report at the end of December, and a year report at the end of March.

Failure to meet these terms of the contract will result in consequences to be determined by the MSSS Executive for the 2019-2020 year.



1. PURPOSE

1.1. Program Society initiatives shall be defined as any initiative that is directed towards enhancing the academic or social cohesion among each department's particular group of Social Sciences students, as hosted by any Program Society.

1.2. This bylaw and operating policy is an official document of the McMaster Social Sciences Society and will be used to govern each academic year, the MSSS executive members and the MSSS Program Societies during their term of leadership.

2. PROGRAM RECOGNITION

2.1. Recognized program societies 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 acceptance of certain responsibilities. It follows that this privilege can be withdrawn if these procedures or responsibilities are neglected.

3. OBJECTIVES

3.1. The Program Societies of the MSSS will promote, organize and participate in academic and social initiatives as part of its year plan;

3.2. The Program Societies of the MSSS shall not participate in any initiatives that promote prejudice, racism, sexism, ageism, homophobia, transphobia or any other form of discrimination;

3.3. The Program Societies of the MSSS shall include the MSSS logo in all promotional materials for any event.

4. PRIVILEGES

4.1. A recognized Program Society shall:

4.1.1. Enjoy MSSS privileges with regard to the use of MSSS resources and support from the MSSS executive members;

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 and all MSSS social media accounts free of charge.



5. DUTIES OF PROGRAM SOCIETIES

5.1. A MSSS Program Society shall:

5.1.1. Include the words “a recognized and funded program society of the MSSS” under its name and the MSSS logo on all letterhead, advertising, and publicity;

5.1.2. Ensure that the program society’s executive members are full-time undergraduate McMaster students;

5.1.3. Ensure that the program society’s executive consists of at least a President, Vice-President, and Treasurer, at least two of whom shall be signing authorities for the program society;

5.1.4. Maintaining all contact information of its executive council within the MSSS;

5.1.5. Follow recognized University Policy, including the Student Code of Conduct and the Risk Management Events Organize Procedures;

5.1.6. Program Societies must attend both Fall Preview events, as well as May@Mac. These dates will be announced to program societies far in advance;

5.1.7. Program Societies may be asked to participate in the mentorship program in areas where programs are under-represented by hired mentors;

5.1.8. Program Societies will be required to follow all guidelines set out in the Program Society Handbook and the MSSS constitution;

5.1.9. At least one executive member of each program society must attend the program society meeting. These dates will be decided in September of the academic year and announced to program societies far in advance;

5.1.10. The MSSS will only provide funding to program societies that:

5.1.10.1. Submit a year plan to the President and Vice-President Finance no later than October 1st. The year plan must include a copy of the budget as well;

5.1.10.2. Submit an event proposal form, alongside a sample event budget two 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 the last five business days of each month with proper documentation (original receipts). Failure to do this may result in no reimbursement but is up to the discretion of the President and Vice-President Finance. If extenuating circumstances do not permit for proper documentation within the five day period described above – proper notice must be given to the President and the Vice-President Finance;

5.1.10.5. Use an MSSS email, unless stated otherwise by the Executive members, provided by the President or the Vice-President External of the MSSS. All formal communication between the MSSS and the Program Society will occur from this email. This email will also be used by the program society for formal communication with all other program societies.



6. CONTINUATION PROCEDURE

6.1. Program Societies must submit names of all executive members for the new Executive year by May 1st.

6.2. In the event the program society does not have an incoming president, the program society executive may contact the Vice-President Administration and the Chief Returning Officer to resolve the matter at the discretion of all parties involved.

6.3. Program Societies must submit a copy of their transition report to the MSSS by April 30th in order for the President and the Vice-President Administration to ensure the incoming program society executives are properly transitioned.

7. FUNDING

7.1. The MSSS Program Society contract must be signed by the Program Society President, the MSSS President, the MSSS Vice-President Finance and the MSSS Vice-President Administration in order for any money to be released by the MSSS.

7.2. The Program Society must use a bank account set up in the formal name of the club program society. Program Societies are not permitted to use the personal bank account of their executive. Funds will only be released to the program society bank account by the Vice-President Finance, and to be signed by two of the MSSS executive members that hold signing authority (President, Vice-President Finance and Vice-President Administration). Note: If a program society does not have a bank account set up in their program society's name, the Vice-President Finance can assist in opening an appropriate account. All program societies 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 President and Vice-President Finance under the advice of the MSSS executive.

7.4. Funding shall be given in the form of grants; loans will not be permitted under any circumstances.



7.5. Program Society grants shall be given out on an expense basis as follows:

7.5.1. The Vice-President Finance will inform the club program society of their funding for their term no later than October 15th;

7.5.2. A program society 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 program society will be issued a reimbursement;

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 program society 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 Program Societies within fourteen (14) days of the submitted reimbursement form, as long as the reimbursement has been approved;

7.5.8. 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 program societies 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 program society 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.

1.6 FUNDING GUIDELINES



As a Program Society within the McMaster Social Science Society (MSSS) your organization is tasked with representing social sciences students in your program and their needs. We recognize that this is by no means a simple task but we hope that with our support you will be able to provide academic and social programming for our students.

The purpose of this document is to cover the financial process that we will enact over the course of this fiscal year and gather relevant information. Your contacts throughout this process are Madeleine Raad, MSSS President (president@themsss.com), Cole Badiani, MSSS Vice-President Finance (vpfinance@themsss.com) and Melissa Marques, MSSS Vice-President Programming (vpprogramming@themsss.com). Please do not hesitate to get in contact with us if you have any questions about the process.

1. PROGRAM SOCIETY GUIDELINES AND RESTRICTIONS

- Program Societies may not receive notice of their finalized granted budget until the mandatory documentation has been signed and submitted. In the case that the Program Society does not fulfill all portions of the duties associated with the Program Society Handbook, the Operating Policy and the Constitution, there may be repercussions at the discretion of the MSSS Executive.
- In the case that the Program Society cannot fulfill any or all aspects of a planned event approved by the MSSS, repercussions may be waived, at the discretion of the Vice-President Finance, Cole Badiani, granted they are contacted within a timely manner of this realization.
- The MSSS will be solely responsible for providing a faculty-wide formal event; therefore no funding will be distributed for a similar event that is organized by any program society.
- The MSSS will not fund alcohol.
- The MSSS will fund events for larger groups of people (meetings consisting of less than four (4) individuals will not be approved for funding reimbursement).
- The MSSS will not fund honorariums or gifts for guest speakers or professors. We will not fund any travel costs or hospitality costs (i.e. hotels) for guest speakers.
- The MSSS will not fund charitable donations in the name of a Program Society. If you wish to fundraise you may do so, however you will not be reimbursed for the cost of fundraising materials.
- Program Society funding will be determined and approved based on the discretion of the Vice-President Finance and how they wish to allocate funding for that fiscal year.



1.6 FUNDING GUIDELINES



2. THE FUNDING PROCESS

The funding process for this fiscal year (April 1st, 2019 – March 30th, 2020) and will be given to you by the Vice-President Finance after the submission of all required and signed documents. Please note that the Vice-President Finance will give you an approximate budget, that you can use as a rough draft when submitting the stated documents no later than September 30th. A finalized, official budget total will be given to you shortly after.

3. EVENT EXAPMLES

- List A: Social Events- Movie Night, Intramural Sports, BBQ Lunch, Planetarium Visit, Hiking Excursions, Bowling Bash, etc.
- List B: Academic Events- Open or Closed Forum, Study Sessions, Academic Skill Sessions, Professor/Guest Speaker, Seminars, etc.
- List C: Networking Events- Wine and Cheese, Thesis/Practical Placement Meets with Professors, etc. Note: These lists only serve as examples. Other events that are not listed may be submitted for approval during the application procedure to fulfill requirements!

1.7 SAMPLE EVENTS PROPOSAL FORM



**** PLEASE NOTE:** This is just a sample to give you an idea of the information that will be required for Program Societies to fill out. At our September training, we will train you on the specific process.

Event Name: _____

Name of Planner: _____

Program Society: _____

Date of Event: _____

Time of Event: _____

Approx. Number of Guests: _____

1.) Brief Description of Event:

2.) Is this an Academic Event? If so, please explain the academic focus?

3.) Event Budget:

Revenue	Budget	Actual	Difference
Ticket Sales			
Miscellaneous			
Total Revenue			
Expenses			
Venue			
Food/Refreshments			
Advertisement			
Print Material			
Miscellaneous			
Total Expenses			
Net Income/Deficit			

4.) MSSS Advertisement (1-Week Notice Required):

Facebook: Website: Twitter:

1.8 SAMPLE EXPENSE REPORT



**** PLEASE NOTE:** This is just a sample to give you an idea of the information that will be required for Program Societies to fill out. At our September training, we will train you on the specific process.

Name & Position: _____

Program Society: _____

Email: _____

Event Name: _____

Receipt Number (please number all receipts)	Description	Amount
Total:		

Please include ALL relevant receipts to this report and submit either a hard copy of all receipts to the Vice-President Finance in the MSSS Office, or a soft copy via email to vpfinance@themsss.com.

*I certify that the information presented here is correct, and that all supporting documentation is attached. I understand that if not all suitable information is attached, there may be a delay in the processing of this form.

Signature: _____

Date: _____

Office Use Only:

Approved: Cheque #: _____ Date Signed: _____

Date Received: _____

Signature: _____

Cole Badiani, Vice-President Finance

McMaster Social Sciences Society

vpfinance@themsss.com



1.8 SAMPLE ANNUAL BUDGET



Use a budget like this to track your expenses, separate items by events (you can include a "Miscellaneous" column if necessary). Please use excel to format your budget as a spreadsheet. Track your receipt/expense report numbers and make sure they correspond. Include any notes in items to clarify spending. In the "difference" column if you go over budget indicate this with a negative number. Update this budget progressively as expenses are incurred. Leave the "MSSS Reimbursement" column blank, this will be filled out by the MSSS Vice-President Finance. Your updated budget must be sent to the MSSS VP Finance at the end of each term.

Expense	Receipt/Expense Report #	Budgeted Amount	Actual Amount	Difference	Notes	MSSS Reimbursement
First Event						
Food		\$100.00				
Signs/Posters		\$200.00				
Room Rental		<u>\$20.00</u>				
Second Event						
Room Rental		\$50.00				
Food		\$100.00				
Miscellaneous						
Office Supplies		<u>\$50.00</u>				
Total		<u>\$520.00</u>				

AGREEMENT



I, the undersigned, as signing authority and executive for the

_____ agree to the above terms described.

Name: _____

Position: _____

Program Society: _____

Signature: _____

MSSS 2019-2020

Madeleine Raad
President

Lauren Breen
Vice-President Administration

Cole Badiani
Vice-President Finance

Melissa Marques
Vice-President Programming