



## MHS Club Agreement 2022-2023

McMaster Humanities Society, McMaster University  
1280 Main St. W, L. R. Wilson Hall, Rm 1002  
Hamilton, Ontario, L8S 4L8

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The following document outlines information pertaining to club ratification under the McMaster Humanities Society for the academic term of 2022-2023. The included sections synthesize all relevant material that has been communicated with clubs and societies ratified under the MHS as of April 7, 2023.

### 1. Ratification

- 1.1. Ratification under the McMaster Humanities Society (MHS) refers to the club or society's status of being classified under MHS administration.
  - 1.1.1. This includes funding, access to connections within the faculty, as well as any supports within the MHS's jurisdiction that can be provided for the success of the club or society.
- 1.2. The club/society's first point of contact with the MHS is the **Vice President of Internal Affairs** ([mhs.vpinternal@gmail.com](mailto:mhs.vpinternal@gmail.com)).
  - 1.2.1. Following the completion of ratification, clubs may send reimbursement forms directly to the **Vice President of Finance** ([vpfinancemhs@gmail.com](mailto:vpfinancemhs@gmail.com)).
  - 1.2.2. Following the completion of ratification, clubs may directly contact the **Vice President of Marketing** ([mhs.vpmarketing@gmail.com](mailto:mhs.vpmarketing@gmail.com)) to inquire about marketing campaigns.
- 1.3. Ratification occurs at the end of the Winter term in a regular academic year. The application package consists of: ratification form and club constitution.
  - 1.3.1. The "MHS Club Ratification Form 22-23" outlines the available services under the MHS, the terms of ratification, and reasons for review, and requires club/societies to justify their ratification. Signing this form indicates an agreement with the MHS, and MHS-ratified clubs cannot be ratified under any other McMaster Student Groups (i.e. MSU).
  - 1.3.2. Each club is required to have their own Club Constitution which may be updated at the period of re-ratification. Clubs must adhere to the "MHS Club Constitution Template 20-21" format and any alterations must be approved by the **VP Internal**. Finalized constitutions are posted to the MHS website ([machumsociety.com](http://machumsociety.com)).
- 1.4. Re-Ratification
  - 1.4.1. Re-Ratification under the MHS for the 2023-24 academic year occurs in the month of March and consists of: re-ratification form, club constitution update, and club President transition package.
  - 1.4.2. The "MHS Club Re-Ratification Form 23-24" outlines the same available services under the MHS, terms of ratification, and reasons for review. Clubs must re-state their missions to justify their ratification. Signing this form accepts the terms of agreement with the MHS, and MHS-ratified clubs cannot be ratified under other McMaster Student Groups (i.e. MSU).
  - 1.4.3. The club constitution update is conducted by each President and any desired exec who will highlight or comment on the clauses they intend to update with the exact wording the clauses will be updated to. Once the **VP Internal** has sent back notes and edits are made, the finalized constitutions are uploaded to the MHS website.
  - 1.4.4. The transition package is completed by each club President who must fill out the "MHS Club President Transition Package Template." Each President is responsible for thoroughly detailing the necessary information required for their successor to sufficiently assume their position and excel in their role.

## 2. Funding and Reimbursements

### 2.1. Funding Allocations

- 2.1.1. The “MHS Club Funding Form 22-23” outlines the funding and reimbursement process for the academic year 2022-2023. Funding forms are distributed once the MHS budget has been approved at the beginning of the academic year.
- 2.1.2. In the “MHS Club Funding Form 22-23,” clubs briefly outline their plans for their allocated funding, request the additional funding amount they wish to receive, and estimate the number of events for the 2022-2023 year to ensure ethical use of funds.
- 2.1.3. For the academic year of 2022-2023, each club was allocated a guaranteed base funding amount of \$500.
- 2.1.4. As per the “MHS Club Funding Form 22-23,” each club requested the additional funding amount they wished to receive, up to but not exceeding \$200. The minimum possible funding amount was \$500, and the maximum possible amount was \$700.
- 2.1.5. MHS funds are allocated from the MHS fee that full-time undergraduate Humanities students pay in their yearly academic student fees.

### 2.2. Reimbursement Process

- 2.2.1. Funding is distributed through reimbursements via the “Expense Reimbursement Form 22-23” emailed directly to the **VP Finance**.
  - 2.2.1.1. The “Expense Reimbursement Form 22-23” must be completed fully and accurately to receive reimbursements. The **VP Finance** will contact the “Club/Society/Mac Email” directly if there are any issues.
  - 2.2.1.2. The “Club/Society/Mac Email” refers to the contact that will be used for confirmation or communication regarding the reimbursement.
  - 2.2.1.3. The “Email for Reimbursement” pertains to the email that is attached to the bank account that will be reimbursed.
  - 2.2.1.4. The “Purpose/Event detail” refers to what the purchases were used for.
  - 2.2.1.5. The “Expenses” refers to brief descriptions or lists breaking down what the items or purchases were. It is advised to designate each row to its own receipt.
  - 2.2.1.6. “Receipts/Invoices” refers to attaching screenshots or pictures of the appropriate receipts or bank statements in order that they’re listed in “Expenses”; any discrepancies risk a reimbursement rejection.
  - 2.2.1.7. “Approved by” will be filled out by the **VP Finance**.

### 2.2.2. Reimbursements are distributed monthly in lump sums.

- 2.2.2.1. Any incurred expenses submitted to the MHS through the “Expense Reimbursement Form 22-23” from the first day of a given month until and including the last day of that same month will then be reimbursed on the first day of the following month.
- 2.2.2.2. For example, any expense forms submitted between October 1 and October 31 will be reimbursed in a lump sum to each reimbursee on November 1.
- 2.2.2.3. Expenses incurred during a given month do not have to be submitted during that same month to receive reimbursements; however, clubs are strongly advised to submit expense forms as soon as possible to ensure regular monitoring of used and available funds.

## 3. Meetings

- 3.1. MHS Club Presidents Meetings occur monthly. Meeting dates and times are decided via polls sent a week in advance.
  - 3.1.1. For the academic year of 2022-2023, meetings occurred virtually via Zoom.
- 3.2. MHS Club Presidents Meetings are mandatory.

- 3.2.1. The clubs President(s) is required to attend every MHS Presidents meeting. If the President is unavailable, they are responsible for sending an exec representative in their stead and notifying the **VP Internal**.
  - 3.2.2. Absences from meetings will result in the MHS withholding reimbursements from the absent club until the club's presence at the next monthly meeting has been confirmed. This will not directly impact the supports provided to Humanities students.
  - 3.3. During meetings, the **VP Internal** relays important or relevant information directly to the Presidents of any MHS-ratified clubs such as policy updates, faculty news, and academic opportunities.
    - 3.3.1. Clubs may also present questions, suggestions, and any concerns.
  - 3.4. Following each meeting, the **VP Internal** will send a follow up email with any links, forms, or info that were discussed, as well as any reminders for deadlines.
- 4. Communication**
- 4.1. Most formal correspondence (eg. Forms, policy updates, faculty contact, multifaceted questions) will occur through club contact emails.
  - 4.2. Informal correspondence (eg. Quick questions or clarifications, meeting polls, email confirmations) will occur through Messenger via the MHS Club Presidents group chat or direct message.
  - 4.3. Any action tasks (eg. Filling out forms, preparing marketing materials, etc.) will be sent with a minimum of one (1) week's notice of the deadline. Any meeting polls will be sent with a minimum of four (4) days' notice of the deadline.
- 5. Marketing**
- 5.1. Clubs and societies have access to the Instagram group chat for cross-promo with other Humanities clubs, including the MHS. Clubs may send their posts to this chat to be reposted on the MHS' story.
  - 5.2. For larger campaigns or collaborations, clubs may contact the **VP Marketing** via email to discuss potential proposals.
- 6. Events**
- 6.1. All McMaster clubs, societies, and student groups must submit a Risk Management Form or EOHSS Form prior to their events, regardless of online or in-person.
    - 6.1.1. <https://studentevents.mcmaster.ca/login?returnUrl=%2Findex>
  - 6.2. Once the EOHSS form has been approved, clubs will be able to book their spaces (if the event is in-person) via the link below.
    - 6.2.1. <https://form.123formbuilder.com/5977419/form>
  - 6.3. A list of venues can be found here:
    - 6.3.1. <https://housing.mcmaster.ca/conference-event-services/staymcmaster/campus-venues/>

The MHS Club Agreement was updated as of April 28, 2023.