



# Bachelor of Technology Association Constitution

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## Article 1 – Identity

### 1.1 - This association shall be:

- a. Known as The Bachelor of Technology Association (BTA)
- b. Constituted under the McMaster Engineering Society (MES)

## Article 2 - Mission Statement

### 2.1 - The Bachelor of Technology Association shall exist for the following reasons:

- a) To create and maintain a sense of community and belonging within the B.Tech. and DCP programs and within the Faculty of Engineering
- b) To provide extracurricular activities for B.Tech. students in the form of social, professional development, academic, and mentorship events
- c) To act as a union of all 3 distinct branches of the B.Tech. program as well as the 4 branches of the DCP program

## Article 3 - Membership

### 3.1 - General Membership Requirements

- a) To be a B.Tech. student at McMaster University, including any Degree Completion Program or Combined Degree/Diploma student (be it full-time or part-time)

### 3.2 - General Member's Rights

- a) To attend any BTA sanctioned events
- b) To volunteer for the BTA
- c) To bring forward motions to the attention of the BTA Council
- d) To attend all General Council Meetings
- e) To attend all Town Hall Meetings
- f) To vote on Town Hall Meeting Items

### 3.3 - Non-Member's Requirements

- a) Consist of all currently enrolled (full time or part time) McMaster students not enrolled in the B.Tech. Program

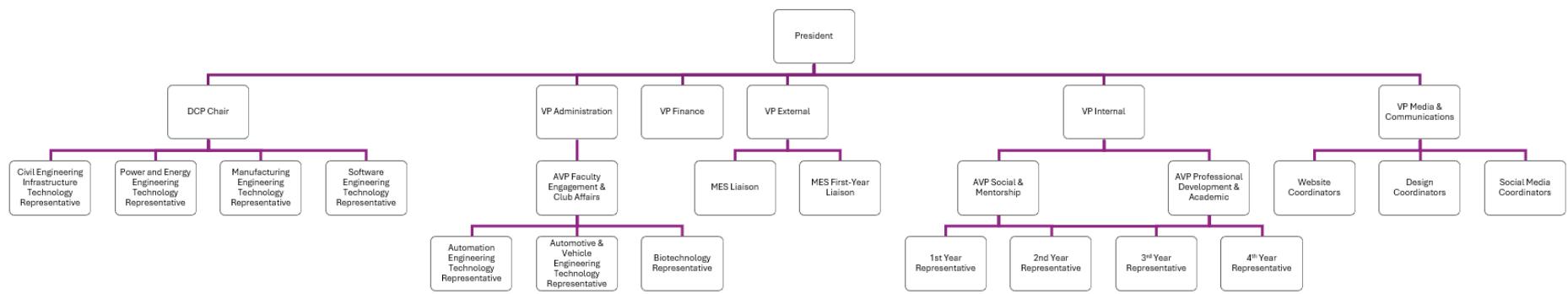
### 3.4 - Non-Member's Rights

- b) To attend any BTA sanctioned events
- c) To volunteer for the BTA
- d) To bring forward motions to the attention of the BTA Council
- e) To attend all General Council Meetings



## Article 4 - Council Structure

### 4.1 - BTA Entire Council will be organized as follows:



- a) Each branch shall be managed by the associated Vice President or Chair of the branch
- b) Any General Council member positions, aside from the MES Liaison, is applicable to be held by more than 1 person with discretion from the President
- c) Refer to [this link](#) for a clearer picture of the constitution organization flowchart



## Article 5 - Executive Council

### 5.1 - President Responsibilities

- a) Chair over all meetings of the association and shall be an ex-officio member of all committees within the association
- b) Call all executive meetings
- c) Handle the day-to-day operations of the association
- d) Ensure the association's adherence to MES policies
- e) Interpret all BTA policies outlined in the BTA Constitution
- f) Hold a key to the BTA cash box
- g) Maintain BTA council and Presidential accounts
- h) Send reminders to BTA Executive Council of meeting times and administrative information
- i) Supervise all social media accounts
- j) Maintain the Avira manager password account containing all passwords associated with the council including social media accounts and banking information
- k) Acts as a signing officer on the BTA bank account and be responsible for supervising the finances as organized by the VP Finance
- l) Perform a personal credit check if there is an association credit card registered with the bank
- m) Work with the events team to oversee all events
- n) Act as the main organizer for Alumni Night
- o) Facilitates the recruitment of and transfer of power to the incoming BTA council.

### 5.2 - VP Finance Responsibilities

- a) Keep the account books of the association, shall arrange for the custody and distribution of funds pursuant to the executive and general membership's request
- b) Maintain a reimbursement request document and keep track of any reimbursements throughout the year. Hold these documents until the end of their term on the BTA online archive or in a binder locked in the BTA office
- c) Ensure correct signing officers are on the BTA bank account when switching over terms, which includes assisting with the transition of signing officers
- d) Give a report of the finances of the association at the end of each term and during the BTA Town Hall and have the books available upon the request of any general member of the association
- e) Work with the executive branch to create and review a budget plan at the beginning of each semester
- f) Hold a key to the BTA cash box
- g) Perform a personal credit check if there is an association credit card registered with the bank
- h) Review documents & procedures to gain funding from MES & faculty

### 5.3 - VP Administration Responsibilities

- a)
- b) Keep the minutes of all official meetings if unable to keep meeting minutes delegate the task to an appointed Rep
- c) Schedule meetings & book meeting rooms
- d) Tally all votes concerning motions (Be they general or executive)
- e) Reviews and organizes all meeting minutes sent to them by other members of the association as



well as keeping track of meeting attendance in General and Executive meetings

- f) Maintain the association's membership list and archival documents
- g) Send BTA event or initiative emails to BTA members through contact with the B.Tech. Program Administrator
- h) Consistently and frequently monitors BTA emails. When necessary, inform and delegates email responses to relevant BTA council members.
- i) Maintains and updates BTA SharePoint, including its structure and contents.
- j) Coordinate with the VP Media to update the website calendar and event descriptions
- k) Coordinates with effected branches of BTA to develop, maintain and update Standard Operating Procedures (SOPs) for the BTA
- l) Send reminders to BTA Executive Council of meeting times and administrative information
- m) Maintain the integrity of the BTA Constitution on a regular basis and keep track of changes

#### **5.4 - VP Internal Responsibilities**

- a) Coordinates the Internal Branch of the BTA, which includes the Student Representatives
- b) Maintains and promotes the BTA Feedback Survey regarding BTA events and the general council
- c) Brings forward Internal Branch concerns to the BTA Executive Council
- d) Coordinates with the VP Administration to continually update website calendar and event descriptions
- e) Acts as an emergency contact within Hamilton at all events. If unable to attend, finds a replacement within the AVPs of the Internal Branch
- f) Organizes monthly check-ins with the entire council
- g) Monitors Council attendance
- h) Manages all volunteers at events
- i) Organizes Council bonding exercises

#### **5.5 - VP Events**

- a) Coordinates with relevant AVPs to submit UHS forms and room bookings
- b) Finds and ensures that there are volunteers at all events
- c) Leads events teams and the planning of events

#### **5.6 - VP External Responsibilities**

- a) Coordinates the External Branch of the BTA, which includes AVP Professional Development, AVP Mentorship, MES Liaison and MES First Year Society Representative
- b) Work with the VP Finance, and Design Coordinator to create, maintain, and distribute a sponsorship package
- c) Maintain all external relations including donations and sponsorship
- d) Work with the VP Finance and MES Liaison to apply and coordinate Bi-Annual SAGM Funding from the MES
- e) Develop and maintain external relationships with clubs, companies and other external vendors for the BTA. When needed will work with and involve required branches of the BTA
- f) Coordinates with other MES clubs and the events team to plan joint events
- g) Supports VP Administration, VP Internal and VP Media & Communications with external outreach including event planning, faculty relationships and other required activities
- h) Responsible for all prospective student outreach activities such as the fall preview and May at



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### **5.7 - VP Media & Communications Responsibilities**

- a) Coordinates the Media Branch of the BTA, which includes Social Media Coordinator(s), Design Coordinator(s) and Website Coordinator
- b) Works with the VP Administration and Website Coordinator to update and maintain BTA website
- c) Work with events team to create content for social media platforms & update calendar to timely inform general members of events.
- d) Works with social media and Design Coordinators to develop schedules for content to be posted on BTA social media platforms
- e) Coordinates with VP Internal and AVPs to maintain and organize feedback forms and event posts; delegates all media and communication related tasks within their respective branch

### **5.8 - VP DCP Responsibilities**

- i) Coordinates the DCP Branch of the BTA, which includes the DCP Stream Representatives (Power and Energy Engineering Technology, Civil Engineering Infrastructure Technology, Software Engineering Technology and Manufacturing Engineering Technology)
- j) To act as a liaison between the DCP Program and the BTA
- k) Oversee DCP Events and initiative planning
- l) Bring forward DCP program concerns to the BTA and/or W. Booth Engineering Faculty

### **5.9 - Executive Responsibilities**

- a) Attends all BTA Executive meetings
- b) Perform such other duties that are from time to time assigned by the President, Executive, or general membership
- c) Oversee all meetings and record/maintain meeting minutes with their respective branches & sub-committee

## **Article 6 - Associate Vice Presidents**

### **6.1 - AVP Professional Development**

- a) Coordinate with the events team AVP Social & Mentorship and VP Internal to organize all professional development related events / initiatives
- b) Advocate, advertise, and attend all Professional Development events
  - i) If the AVP Professional Development is unable to attend a professional development or academic event, a Student Representative must attend in their absence.
- c) Keep track of event attendance for all Professional Development events
- d) Create event write-ups and summaries for all Professional Development events
- e) Create event reflections for all professional development events.
- f) Lead an Event Planning Committee comprised of year reps within the Internal Branch
- g) Work with the President and VP Internal to organize all Industry Nights



## 6.2 AVP Academic

- a) Coordinate with the events team to organize all academic related events / initiatives
- b) Advocate, advertise, and attend all Academic events
  - i) If the AVP Academic is unable to attend an academic event, a Student Representative must attend in their absence.
- c) Keep track of event attendance for all Academic events
- d) Create event write-ups and summaries for all Academic events
- e) Create event reflections for all Academic events.
- f) Lead an Event Planning Committee comprised of year reps within the Internal Branch
- g) Work with the President and VP Internal to organize all Industry Nights
- h) Listens to academic complaints from students and passes them along to faculty

## 6.3 - AVP Social &

- a) Coordinate with the AVP Professional Development & Academic and VP Internal to organize all social and mentorship related events / initiatives.
- b) Coordinate with the MES Mentorship Coordinator for Mentorship events
- c) Advocate, advertise, and attend all Social and Mentorship events
  - i) If the AVP Social is unable to attend a social or mentorship event, a Student Representative must attend in their absence.
- d) Keep track of event attendance and statistics for all Social and Mentorship events
- e) Create event write-ups and summaries for all Social and Mentorship events
- f) Create event reflections for all social and mentorship events.
- g) Lead an Event Planning Committee comprised of year reps within the Internal Branch.

## 6.4 AVP Mentorship & Engagement

- a) Build and maintain a network of BTech Alumni
- b) Work with the MES mentorship program to connect First year students and Upper year students
- c) Facilitate the graduation prank
- h) Coordinate with the AVP Professional Development & Academic and VP Internal to organize all social and mentorship related events / initiatives.
- i) Coordinate with the MES Mentorship Coordinator for Mentorship events
- j) Advocate, advertise, and attend all Mentorship events
  - ii) If the AVP Mentorship is unable to attend a mentorship event, a Student Representative must attend in their absence.
- k) Keep track of event attendance and statistics for all Mentorship events
- l) Create event write-ups and summaries for all Mentorship events
- m) Create event reflections for all mentorship events.
- n) Lead an Event Planning Committee comprised of year reps within the Internal Branch.

## 6.5 General AVP Responsibilities

- a) Perform such other duties that are from time to time assigned by the President, executive or general membership
- b) Participate in advertisement of events
- c) Attend all respective Branch Meetings



## Article 7 - General Council

### 7.1 - MES Liaison

- a) To act as a liaison between the MES and the BTA to keep the MES informed of BTA issues and activities
- b) To keep the BTA informed of MES activities, including MES activities pertaining to the BTA
- c) May not hold the position of the BTA First Year Representative along with this position
- d) Notify the BTA council of the incoming MES Liaison
- e) Work with the VP Finance and VP External to apply and coordinate Bi-Annual SAGM Funding from the MES

### 7.2 - MES First Year Committee Representative

- a) To keep the BTA informed of MES First Year Committee activities pertaining to the BTA
- b) May not hold the position of BTA First Year Representative along with this position
- c) Notify the BTA of the incoming MES First Year Committee Representative

### 7.3 - Social Media Coordinator

- a) Coordinates with the Design Coordinator to create posters, promotional ideas, and marketing plans
- b) Runs all BTA social media platforms, including but not limited to the BTA Website, Instagram, Facebook, LinkedIn, LinkTree, TikTok and Snapchat
- c) Responsible for attending events for social media coverage, such as photography, social media posts, etc.
- d) If unable to attend an event, delegate social media related tasks to the Design Coordinator or another Council Member attending the event
- e) Track all social media growth and impact for general outreach and sponsorship package content
- f) If applicable, create a growth/impact report in the middle and end of each semester to determine what advertising strategies are effective
- g) Maintains and updates website interface and contents as needed
- h) Works with VP Media and respective branches under VP Finance, VP Administration, VP Internal, as well as AVP Professional Development & Academic, AVP Social & Mentorship, Social Media Coordinator(s), and Design Coordinator(s) to keep the website updated to standard, with BTA merchandise, events and team updates

### 7.4 - Design Coordinator

- a) Coordinates with the Social Media Coordinator to create posters, promotional ideas, and marketing plans
- b) Design or update new merchandise logos when needed
- c) Organize pictures, videos, and designs on the relevant BTA file storage platform for future BTA councils to use
- d) Work with VP Finance and VP External to design or update the sponsorship package as needed

### 7.6 – Student Representatives (One representative from each stream from each year)

- a) Coordinate with the respective branch and year on matters pertaining to their respective streams
- b) Promote and advocate for all students within their respective streams and years and voice their



concerns to the President, AVP Faculty or other council members

- c) Inform students within their respective year of BTA events and announcements
- d) Each representative will be named according to their academic year (Ex. When the second-year rep starts the new year as a third year, they will be named the third-year rep)
- e) Inform students within their respective year of BTA events and announcements
- f) Assist in gathering student feedback regarding BTA events and what students would like to see from the BTA in the future
- g) If applicable, create a report including the feedback collected from the event survey and present it at a BTA General Meeting including future plans based on the findings
- h) Aid in the construction of an academic proposal and feedback survey
- i) Aid in planning and attending any events at the members' own discretion
- j) Coordinate with the AVP Faculty to suggest and begin planning course curriculum changes
- k) There is no limit to how many representatives can be chosen; it is at the discretion of the incoming and outgoing presidents.

### 7.7 - Coordinator positions

- a) Council members can be appointed to temporary or term long coordinator positions to perform tasks outside of any position's description
- b) The need for Coordinator positions is determined by the executive council on a case-by-case basis
- c) Coordinator positions cannot last longer than the term of the council that appointed them.
- d) Coordinator positions can be created by the incoming & outgoing president during council appointments

### 7.8 - General Council Responsibilities

- a) Attend all BTA general and respective Branch Meetings
- b) Acts as a spokesperson to advocate and advertise all BTA events
- c) Perform such other duties that are from time to time assigned by the President, Executive or General Council
- d) Flesh out "internship" positions

## Article 8 - Council & Executive Appointments

### 8.1 - BTA President Selection & Requirements

- a) An official email is sent out to all B.Tech. Members about the application through W.Booth School from their Team Lead
- b) Applicants must fill out an application from Microsoft Forms
- c) Outgoing President holds a campaigning meeting to go over the rules and duration of the campaigning period
- d) If outgoing president is running again. VP Admin is responsible for the running the election. If VP admin is running the election is run by VP Finance, if they are running VP Internal, and if they are running VP External
- e) Applicants have a 1-week campaign period in which advertisement forms can be done to promote their platform, which includes but is not limited to poster printouts, social media accounts/outreach, in-class shoutouts, etc.
- f) If there is more than one applicant, a Presidential Candidate Debate meeting is held for B.Tech. students to voice questions and concerns



- g) An official vote will be held at the end of the campaigning period
- h) If the presidential election results in a tie. The council will vote on the incoming president
- i) Applicants must be a BTA registered member (In the B.Tech. or DCP Program )
- j) Applicants must have previously held a position on the Bachelor of Technology Association council for at least 1 full calendar year
- k) Presidential Elections must happen before the third week of November to allow time for the complete transition process
- l) To be eligible to run, the candidate must have a professor's recommendation and 15 student recommendations. With at least 5 being from other streams or years.
- m) A president may not be elected for 2 consecutive terms.

### **8.2 - BTA Council Requirements**

- a) Applicants must be a BTA registered member (In the B. Tech or DCP Program and). It is recommended that students be able to regularly come to campus throughout their term.
- b) Candidates must complete a BTA Council Application Form
- c) All candidates with a complete application will attend a selection interview

### **8.3 - BTA Interview Method & New Council Formation**

- a) The Incoming President as well as the Outgoing President shall be present at all Committee Selection Interviews
- b) The incoming and outgoing president must complete bias training before deciding on final applicants
- c) If the outgoing or incoming president could not be present at the interview, the next Vice President whose responsibilities most closely resemble the position being interviewed for, shall act as the interviewer
- d) The outgoing and incoming president may decide to include graduating members of the BTA in the Committee Selection Interviews, as needed.

### **8.4 - Terms of Office**

- a) Presidency nominees shall be announced in early October unless otherwise specified
- b) Council Appointments shall be held during early November unless otherwise specified
- c) Length of term for the new BTA Council shall begin as early as Jan 1<sup>st</sup> to, at the latest, December 31<sup>st</sup> of the upcoming year's Council Appointments
- d) A president may only be removed by a call for impeachment resulting in a **two thirds** or greater majority vote from council, then approval from a faculty member. There must be evidence to show that the president has failed in their duties, breached the policies outlined by the MES or BTA, or have willingly damaged the BTA
- e) An executive member or council member may only be removed by the approval from the president and a faculty member, and must have been shown to have failed in their duties, breached the policies outlined by the MES or BTA, or have willingly damaged the BTA
- f) The President must notify the rest of the executive council before removal of another council member
- g) In the event of a vacant position, a newly appointed member will carry out the remainder of the term for the respective position
- h) All BTA Council positions must go up for reappointment every year



- i) In the permanent absence of the President, an internal vote will be held among the remaining council to elect a Vice-President (Excluding the person who holds the position of VP External) to resume the President's duties
- j) All outgoing position holders will be required to schedule at least one meeting with the incoming candidate to train and transition the position, duties, responsibilities and ease them into the role. Outgoing position holders will be required to create and share a transition document to incumbent position holders. All meetings must be held 1 week before the Transition Potluck.
- k) The new Executive Council will be trained/onboarded during mid to late November.

### 8.5 Addressing Council Vacancies

- a) If a position is vacant, the President should try to fill the position by hiring internally before looking to hire externally. It is encouraged that the Student Representatives should be the first applicants considered.

## Article 9 - Finances

- a) The association may be eligible to solicit funding from the MES
- b) The association may charge differential pricing for members of the MES and non-MES members
- c) The association may raise money for the purposes of council activities and events
- d) The association's books may be subject to an annual audit by the MES and shall be filed with the MES auditor within five business days of the request for audit
- e) The signing officers on the account shall be the President and VP Finance
- f) The outgoing and incoming President and VP Finance will be in charge of switching the signing officers at the beginning of a new term
- g) Keep a record of all transactions that occurred throughout the term
- h) If there is an association credit card registered with the bank, a personal credit check will be performed for all signing officers
- i) If a failure to pay for the credit card occurs, the VP Finance will pay personally and may be reimbursed for the sum
  - o) If additional late fees develop, the VP Finance will be expected to pay the additional fees. The executive council will decide whether to reimburse them depending on the circumstances. The amount reimbursed shall be decided on a case-by-case basis.

## Article 10 - Meetings

### 10.1 - Executive Council Meetings

- a) An executive meeting shall be called by the President on opposing weeks from the general council meeting to discuss matters specific to the Vice-President level positions
- b) All Vice-Presidents shall attend meetings and are expected to update the Executive Council on their respective branches
- c) Executive council members who are not able to attend should notify the President or VP Administration of this absence within a reasonable timeframe before the Executive Council Meeting
- d) Executive Council Members who are absent from 3 Executive Council Meetings without a



justified cause and advance notice given to the President will be subject to removal from the Council with approval from the President and faculty representative

#### **10.2 - General Council Meetings**

- a) Meetings shall be held bi-weekly
- b) All council members are expected to attend
- c) General Members of the BTA are open to join any BTA Meeting to provide transparency on council initiatives
- d) Council members who are not able to attend should notify the President or VP Administration of this absence within a reasonable timeframe before the General Council Meeting
- e) Council members who are absent from 5 meetings without a justified cause and advanced notice given to the President will be subject to removal from the Council with approval from the President and faculty representative

#### **10.3 – Branch/Committee Meetings**

- a) Branch/Committee Meetings shall be held based on the discretion of the respective Vice Presidents
- b) All branch members are expected to attend
- c) All meeting minutes and updates must be forwarded to the VP Administration and communicated to all council members during General Council Meetings
- d) Council members who are not able to attend should notify their respective Vice President of this absence within a reasonable timeframe before the Branch Meeting

#### **10.4 - Town Hall Meeting**

- a) A Town Hall Meeting shall be open to all General Members of the BTA
- b) A Town Hall Meeting must be called by the Executive Council during the Fall semester
- c) At least 2 weeks in advance, the BTA must alert General Members of the upcoming Town Hall Meeting for all members to be aware of their right to bring forward any desired motions
- d) Presentations regarding branch summaries shall be made by each Executive Member
- e) A Town Hall Meeting shall be overseen by the President

### **Article 11 - Amendments**

- a) Passage of amendments to the constitution shall be majority vote of BTA members not affiliated with the amendment team, present at General Council Meetings. 65% of the council not affiliated with the amendment team must be present at this meeting. If 65% of council is not present, passage of amendments will be delayed to next meeting
- b) Constitutional amendments must be presented to the president prior to the General Council Meeting to which the amendment shall be voted on
- c) The President shall hold, and count amendment votes and thus will not be granted voting privileges unless a tiebreaker is warranted

### **Disclaimer**

- The views and actions of this association in no way reflect the views of all the members of the McMaster Engineering Society