

The Bachelor of Technology Association

CONSTITUTION

2022-05-26





Bachelor of Technology Association Constitution

Article 1 - Identity	4
Article 2 - Mission Statement	4
Article 3 - Membership	4
3.1 - General Membership Requirements	4
3.2 - General Member's Rights	4
3.3 - Non-Members	4
Article 4 - Council Structure	5
Article 5 - Executive Council	5
5.1 - President Responsibilities	5
5.2 - VP Finance Responsibilities	5
5.3 - VP Administration Responsibilities	6
5.4 - VP Internal Responsibilities	6
5.5 - VP External Responsibilities	6
5.6 - General Vice President Responsibilities	6
Article 6 - Associate Vice Presidents	7
6.1 - AVP Faculty	7
6.2 - AVP Professional Development & Academic	7
6.3 - AVP Social & Mentorship	7
6.4 - General AVP Responsibilities	7
Article 7 - General Council	7
7.1 - MES Liaison	7
7.2 - Social Media Coordinator	8
7.3 - Design Coordinator	8
7.4 - Stream Representatives (Automation, Automotive, Biotechnology, & Degree Completion)	8
7.5 - Year Representatives (1st through 4th Year)	8
7.6 - General Council Responsibilities	8
Article 8 - Council & Executive Appointments	9
8.1 - BTA President Selection & Requirements	9
8.2 - BTA Council Requirements	9
8.3 - BTA Interview Method & New Council Formation	9
8.4 - Terms of Office	9
Article 9 - Finances	10
Article 10 - Meetings	10
10.1 - Executive Council Meetings	10
10.2 - General Council Meetings	10
10.3 - Branch Meetings	10

10.4 - Town Hall Meeting

11

Article 11 - Amendments

11

Disclaimer

11





Article 1 - Identity

1. The association shall be known as The Bachelor of Technology Association (BTA)
2. The association shall be 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. program 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

Article 3 - Membership

3.1 - General Membership Requirements

- a) To be a McMaster student
- b) To be a B.Tech. student, 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

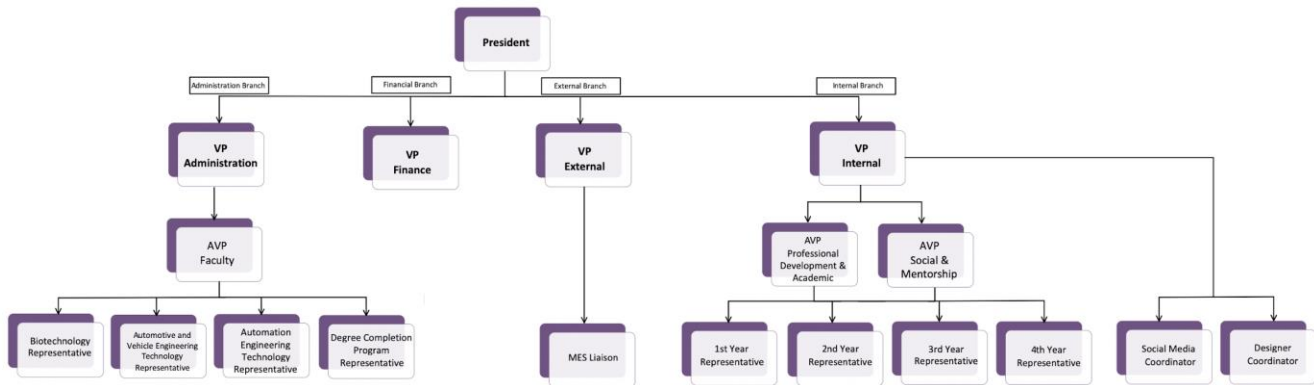
3.3 - Non-Members

- a) Consist of all currently enrolled (full time or part time) McMaster students **not** enrolled in the B.Tech. Program
- b) Have the same rights as all BTA members except for **Article 3.2, Points d - e.**



Article 4 - Council Structure

BTA Entire Council will be organized as follows:



1. Each branch shall be managed by the associated Vice President of the branch
2. 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

Article 5 - Executive Council

5.1 - President Responsibilities

- a) Preside over all meetings of the association and shall be an ex-officio member of all committees within the association
- b) Call all executive meetings and general 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 one of the keys to BTA room, safe, and cash box
- g) Maintain BTA council and Presidential accounts
- h) Send reminders to BTA Executive Council of meeting times and administrative information
- i) Attends all BTA Executive Meetings
- j) Supervise all social media accounts
- k) Maintain a password document containing all passwords associated with the council including social media accounts and banking information
- l) Acts as a signing officer on the BTA bank account and be responsible for supervising the finances as organized by the VP Finance
- m) A personal credit check will be performed if there is an association credit card registered with the bank

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 to the finances of the association at least 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 VP Internal and VP External to create a budget plan at the beginning of each semester
- f) Maintain Sponsorship Package
- g) Hold a key to the BTA cash box
- h) A personal credit check will be performed if there is an association credit card registered with the bank

5.3 - VP Administration Responsibilities

- a) Keep the minutes of all official meetings and be responsible for all correspondence of the association
- b) Tally all votes concerning motions (Be they general or executive)
- c) Reviews and organizes all meeting minutes sent to them by other members of the association
- d) Maintain the association's membership list and archival documents
- e) Send BTA event or initiative emails to BTA members through contact with the B.Tech. Program Administrator
- f) Works with VP Internal and Internal Branch to archive EOHSS forms and submit Room Bookings
- g) Coordinate with the VP Internal to update the website calendar and event descriptions
- h) Send reminders to BTA Executive Council of meeting times and administrative information
- i) 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 AVP Professional Development and Academic, AVP Social and Mentorship, and Year 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) Coordinates with relevant AVPs to submit EOHSS forms
- f) Acts as an emergency contact within Hamilton at all events. If unable to attend, finds a replacement within the AVPs of the Internal Branch

5.5 - VP External Responsibilities

- a) Coordinates the External Branch of the BTA, which includes the MES Liaison
- b) To act as a liaison between the MES and the BTA
- c) To keep the MES informed of BTA issues and activities
- d) To keep the BTA informed of MES issues and activities pertaining to the BTA
- e) Work with the VP Finance, and Design Coordinator to create, maintain, and distribute a sponsorship package
- f) Maintain all external relations including donations and sponsorship
- g) Notify the BTA council of the incoming MES Liaison

5.6 - General Vice President Responsibilities

- a) Attends all BTA executive meetings
- b) Acts as a spokesperson to advocate and advertise all events
- c) Perform such other duties that are from time to time assigned by the President, executive, or general membership
- d) Holds all meetings and records meeting minutes with their respective branches

- e) Forwards all Branch Meeting minutes to the VP Administration



Article 6 - Associate Vice Presidents

6.1 - AVP Faculty

- a) Maintain strong relationship with both McMaster Engineering Staff and Faculty as well as SEPT Staff and Faculty
- b) Responsible for designing and executing the process of suggesting course curriculum changes
- c) Coordinates with the Stream-Reps to ensure Industry Nights are planned for each stream
- d) Creates a feedback survey to distribute to all students about how the BTA can better advocate for all B.Tech. Students' course curriculum, course loads, academic resources etc.
- e) Creates reports and proposals about the feedback survey to take to faculty members and the rest of the council
- f) When required, holds meetings with faculty stream heads about course curriculum changes
- g) Coordinates with VP Internal and AVP Professional Development and Academic to ensure an Academic Event is planned each semester
- h) Coordinates and relays all information to VP Administration

6.2 - AVP Professional Development & Academic

- a) Coordinate with the AVP Social & Mentorship, AVP Faculty, and VP Internal to ensure academic advocacy within event planning
- b) Plan all Professional Development and Academic events for the year
- c) Advocate, advertise, and attend all Professional Development and Academic events
- d) Create event write-ups and summaries for all Professional Development and Academic events
- e) Lead an Event Planning Committee comprised of year reps within the Internal Branch

6.3 - AVP Social & Mentorship

- a) Coordinate with the AVP Professional Development & Academic, AVP Faculty, and VP Internal to ensure social interaction between all streams and years within event planning
- b) Coordinate with the MES Mentorship Coordinator for Mentorship events
- c) Plan all Social and Mentorship events for the year
- d) Advocate, advertise, and attend all Social and Mentorship events
- e) Create event write-ups and summaries for all Social and Mentorship events
- f) Lead an Event Planning Committee comprised of year reps within the Internal Branch

6.4 - 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, as well as First-Year Committee activities pertaining to the BTA
- c) May not hold the position of the BTA first year rep along with this position



7.2 - 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, and Snapchat
- c) If unable to attend an event, delegate running the social media accounts to the Design Coordinator or another Council Member attending the event
- d) Track all social media growth and impact for event attendance and general outreach
- e) If applicable, create a growth/impact report in the middle and end of each semester to determine what advertising strategies are effective

7.3 - 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) Take pictures and/or videos at all events to be uploaded to social media and used as promotional resources
- d) If unable to attend an event, delegate picture and video taking to the Social Media Coordinator or another Council Member attending the event
- e) Organize pictures, videos, and designs on the relevant BTA file storage platform for future BTA councils to use
- f) Work with VP Finance and VP External to design or update the sponsorship package as needed

7.4 - Stream Representatives (Automation, Automotive, Biotechnology, & Degree Completion)

- a) Promote feedback survey for the faculty and council
- b) Coordinate with the Internal Branch on matters pertaining to their respective streams
- c) Promote and advocate for their respective streams and act as a liaison for Academic Advising
- d) Aid in the construction of an academic proposal and feedback survey
- e) Aid in planning and attending any events at the members' own discretion
- f) Coordinate with the AVP Faculty to suggest and begin planning course curriculum changes

7.5 - Year Representatives (1st through 4th Year)

- a) Voice the concerns of their constituents to the VP Internal
- b) Inform their constituents of BTA events and announcements
- c) Assist in constructing a feedback survey regarding BTA events and what students would like to see from the BTA in the future
- 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) 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
- f) Work under an assigned AVP to create BTA events

7.6 - 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



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
- b) Applicants must fill out an application form
- c) Outgoing President holds a campaigning meeting to go over the rules and duration of the campaigning period
- d) Outgoing President can still hold a campaigning meeting if they are planning to reapply
- e) If there is more than one applicant, a general meeting is held for B.Tech. students to voice questions and concerns
- f) An official vote will be held at the end of the campaigning period
- g) Applicants must be a BTA registered member (In the B.Tech. Program and a full-time student)
- h) Applicants must have previously held a position on the Bachelor of Technology Association council
- i) Applicants must be an official MES registered Member and must show proof of MES membership at campaigning meeting

8.2 - BTA Council Requirements

- a) Applicants must be a BTA registered member (In the B. Tech Program and a full-time student)
- b) Applicants must be an official MES registered Member
- c) Candidates must complete a BTA Council Application Form
- d) Successful applicants must attend a BTA Council 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) Applicants must show proof of MES Membership
- 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

8.4 - Terms of Office

- a) Presidency nomination shall be announced during mid-November unless otherwise specified
- b) Council Appointments shall be held during the first week of December unless otherwise specified
- c) Length of term for the new BTA Council shall begin as early as Jan 1st to, at the latest, December 31st of the upcoming year's Council Appointments
- d) A president may only be removed by a **two thirds** or greater majority vote of the council, approval from 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
- 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, the 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



Article 9 - Finances

- a) The association may be eligible to solicit funding from the MES
- b) The association may determine an annual membership fee if required
- c) The association may charge differential pricing for members of the MES and non-MES members
- d) The association may raise money for the purposes of council activities and events
- e) 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
- f) The signing officers on the account shall be the President and VP Finance
- g) The outgoing and incoming President and VP Finance will be in charge of switching the signing officers at the beginning of a new term
- h) Keep a record of all transactions that occurred throughout the term
- i) If there is an association credit card registered with the bank, a personal credit check will be performed for all signing officers
- j) 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 during the academic terms 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 of this absence 24 hours before the Executive Council Meeting
- d) Executive Council Members who are absent from 3 Executive Council Meetings without a justified cause and advanced notice given to the President will be removed 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 of this absence 24 hours before the General Council Meeting
- e) Council members who are absent from 3 meetings without a justified cause and advanced notice given to the President will be removed from the Council with approval from the President and faculty representative

10.3 - Branch Meetings

- a) Branch 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 24 hours 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 President before each council turn over
- c) At least 2 weeks in advance, the BTA must alert General Members of the upcoming Town Hall Meeting in order 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
- f) Attendance for a Town Hall Meeting shall be the majority of the BTA council

Article 11 - Amendments

- a) Passage of amendments to the constitution shall be majority vote by the BTA council present at General Council Meetings
- 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
- d) The person who presents the constitutional amendment will not be granted voting privileges

Disclaimer

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