

THIS AGREEMENT made this 24th day of July, 2007

BETWEEN : McMASTER ASSOCIATION OF PART-TIME STUDENTS
(hereinafter referred to as MAPS)

AND : McMASTER STUDENTS UNION INCORPORATED
(hereinafter referred to as MSU)

WHEREAS MAPS is the student government officially recognized by McMaster University as the representative of part-time undergraduate students;

AND WHEREAS the MSU is the student government officially recognized by McMaster University as the representative of full-time undergraduate students;

AND WHEREAS MAPS and the MSU each represent distinct constituencies within the McMaster community and offer advocacy, representation and services designed to service the distinct needs of their constituents;

AND WHEREAS the agreement dated February 14, 1986 between MAPS and the MSU defines the membership of MAPS and the MSU;

AND WHEREAS both parties have agreed to amend the 1986 agreement to provide for limited membership transferability between their organizations;

NOW THEREFORE MAPS and the MSU agree to augment the MEMORANDUM OF AGREEMENT of February 14, 1986 by adding the following:

PRINCIPLE OF STUDENT ORGANIZATION MEMBERSHIP

1. A guiding principle of transferability is that benefits and obligations of student organization membership are indivisible; with the right to vote, access services and participate in an organization there is a responsibility to pay membership fees in full.

NOTIFICATION

2. All notices and documents exchanged for the purposes of the agreement shall be directed to the parties as follows:
 - a. Executive Director
McMaster Association of Part-Time Students
Room 234, McMaster University Student Centre
McMaster University

- b. Business Manager
McMaster Students Union
Room 201, McMaster University Student Centre
McMaster University

Any changes to the above contact information must be provided in writing by the party to the other party.

MEMBERSHIP TRANSFER FROM MAPS TO MSU

3. A student shall be eligible to transfer their student government membership from MAPS to the MSU if they are **either**:
 - a. A student registered with the Centre for Student Development (CSD) and, based on written confirmation from CSD, is restricted to less than 18 units in each fall/winter academic session; **or**
 - b. A student in her/his graduating year, who: (a) in all previous fall/winter academic sessions was registered as a member of MSU, and (b) will register in less than 18 units to complete her/his degree at the next Convocation.
 - c. A student in her/his graduating year, who: (a) in at least one, but not necessarily all, previous fall/winter academic sessions was registered as a member of MSU, and (b) will register in less than 18 units to complete her/his degree at the next Convocation.
4. A student as defined in Section 3(a,b) may initiate a membership transfer by submitting an application directly to the Student Accounts and Cashiers Office or, in the case of students registered with the Centre for Student Development, through CSD, no later than September 30 in the year of proposed transfer from MAPS to MSU.
5. A student as defined in Section 3(c) may initiate a membership transfer by submitting an application directly to both the MSU and MAPS, no later than September 30 in the year of proposed transfer from MAPS to the MSU.
6. A student who is approved for transfer of her/his membership from MAPS to MSU is subject to the same full miscellaneous/incidental fees as a member of the MSU enrolled in 18 units.
7. Based on an eligibility list provided by the University, the MSU will be responsible for adding the applicant's name to its eligibility registry for candidate and voting eligibility in MSU elections, Health Plan, Dental Plan, HSR and other such internal activities funded by MSU membership fees. MAPS will be responsible for removing the applicant's name from its registry of members.
8. The student will be responsible for informing the University's Student Financial Aid and Scholarship Office of the change of membership status and the impact on fees paid.

9. The student shall assume full responsibility for any tax or OSAP implications for such transfer between MAPS and the MSU.
10. The membership change may not be withdrawn once it is submitted and approved. The transfer will be in effect for the duration of the student's academic studies at McMaster.

MEMBERSHIP TRANSFER FROM MSU TO MAPS

11. A student shall be eligible to transfer their student government membership from the MSU to MAPS if they are **either**:
 - a. A student in her/his graduating year, who: (a) in all previous academic sessions was a member of MAPS and (b) will register in more than 17 units to complete her/his degree at the next Spring Convocation; **or**
 - b. A student in her/his graduating year, who: (a) in at least one, but not necessarily all, previous fall/winter academic sessions was a member of MAPS and (b) will register in more than 17 units to complete her/his degree at the next Spring Convocation; **or**
 - c. A student who: (a) in a previous fall/winter academic session was a member of MAPS and (b) is registered in 18-20 units in the fall/winter academic session.
12. A student as defined in Section 11(a) may initiate a membership transfer by submitting an application directly to the Student Accounts and Cashiers Office or, in the case of students registered with the Centre for Student Development, through CSD, no later than September 30 in the year of proposed transfer from MSU to MAPS.
13. A student as defined in Section 11(b,c) may initiate a membership transfer by submitting an application directly to both the MSU and MAPS, no later than September 30 in the year of proposed transfer from MSU to MAPS.
14. A student who is approved for transfer of her/his membership from MSU to MAPS shall be assessed the same miscellaneous/incidental fees as a member of MAPS enrolled in 17 units.
15. Based on an eligibility list provided by the University, MAPS will be responsible for adding the applicant's name to its eligibility registry for candidate and voting eligibility in MAPS elections. The MSU will be responsible for removing the applicant's name from eligibility for its Health Plan, Dental Plan, HSR and other such internal activities funded by MSU membership fees, for which the student will no longer be eligible.
16. The student will be responsible for informing the University's Student Financial Aid and Scholarship Office of the change of membership status and the impact on fees paid.
17. The student shall assume full responsibility for any tax or OSAP implications for such transfer between the MSU and MAPS.
18. The membership change may not be withdrawn once it is submitted and approved. This change will be in effect for the duration of the student's academic studies at McMaster.

ADMINISTRATION OF FEE TRANSFERS

19. The University will act as the agent for membership transfers according to the criteria set out in Schedule A, and administer adjustments to all non-tuition fees payable by students to reflect their new membership status.
20. In cases where McMaster University does not to administer fee adjustments or should the University decide in the future not to administer fee adjustments:
 - a. Applications for transfer of membership would be submitted directly to both MAPS and the MSU.
 - b. MAPS and the MSU agree to administer the transfers/refunds by issuing consolidated cheques between student governments (and individual cheques to students that transfer from MSU to MAPS) in February of each year. These payments are to be made after a degree audit has confirmed the students' status, but in time to provide a complete annual report per Section 21 of this agreement.

ANNUAL REPORT

21. An annual report on the number of transfers of each type shall be provided to the MAPS Board of Directors and the Student Representative Assembly, no later than February 28.

NOTIFICATION TO MAPS AND MSU MEMBERS OF CRITERIA AND DEADLINES FOR MEMBERSHIP TRANSFER

22. An understanding among the memberships of MAPS and the MSU of the criteria and deadline for membership transfer applications shall be promoted by:
 - a. Placement by the MSU of advertisements in the first two issues of *The Silhouette* in September.
 - b. Inclusion of a notice concerning the criteria and deadline for membership transfer on the MAPS web site, and in the MAPS newsletter (*The Link*) and calendar-handbook (or successor publications).
 - c. Inclusion of a notice concerning the criteria and deadline for membership transfer on the MSU web site and in *The MSU Almanac* (or successor publication).
23. McMaster University will be asked by MAPS and the MSU to include the criteria and deadline for membership transfer in the *Undergraduate Calendar* and the relevant portion(s) of the University's web site.

AMENDMENT OR CANCELLATION OF THE AGREEMENT

24. This agreement may be amended with the consent of both parties, such consent to take the form of resolutions of the MAPS Board of Directors and the Student Representative Assembly.

- 25. This agreement will remain in force for each ensuing academic year (beginning September 1) unless cancelled by resolution of either the MAPS Board of Directors or the Student Representative Assembly prior to March 31.
- 26. The parties agree that the February 14, 1986 agreement between the parties remains in force and the provisions set out in this agreement are added to the February 14, 1986 agreement. On cancellation of this agreement, the February 14, 1986 agreement shall continue to remain in force.

ENABLING OF THE AGREEMENT

- 27. This agreement shall take effect on September 1, 2007.

This agreement is authorized by officers of MAPS and the MSU, who have the authority to contractually bind their organizations, with their signatures duly witnessed.

WITNESS:

McMASTER STUDENTS UNION INCORPORATED

Per: _____

Per: _____
Ryan Moran, President

Per: _____

Per: _____
Paul Jones, VP-Administration

McMASTER ASSOCIATION OF PART-TIME STUDENTS

Per: _____
David Moore, Past-President

Per: _____
Sam Minniti, Executive Director

SCHEDULE A

McMaster University will act as agent for processing fee adjustments in the following cases:

Students transferring from MAPS to the MSU who are:

- Registered with the Centre for Student Development (CSD) and, based on written confirmation from CSD, is restricted to less than 18 units in each fall/winter academic session;
- In her/his graduating year, who: (a) in all previous fall/winter academic sessions was registered as a member of MSU, and (b) will register in less than 18 units to complete her/his degree at the next Convocation.

Students transferring from the MSU to MAPS who are:

- In her/his graduating year, who: (a) in all previous academic sessions was a member of MAPS and (b) will register in more than 17 units to complete her/his degree at the next Spring Convocation

The MSU and MAPS shall administer fee adjustments related to membership transfers in the following cases:

Students transferring from MAPS to the MSU who:

- Have been a member of the MSU in at least one, but not necessarily all, previous fall/winter academic sessions and will register in less than 18 units to complete her/his degree at the next Spring Convocation.

Students transferring from the MSU to MAPS who:

- Have been a member of MAPS in at least one, but not necessarily all, previous fall/winter academic sessions and who will register in more than 17 units to complete her/his degree at the next Spring Convocation; **or**
- Was a member of MAPS in a previous fall/winter academic session and is registered in 18-20 units in the fall/winter academic session.