A. MAPS PARTICIPATION RIGHTS

The MAPS Board does not believe it has the right or capacity to declare any member of the University community to be unwanted or unacceptable, barring limited extreme circumstances.

The rights of individuals to participate in the activities of the Association are generally defined by their enrolment at McMaster and any position held within the organization (a board member, or past-president), by by-law or Board policy.

Accordingly, the Board of Directors irrevocably eliminates any ability to declare any person or entity persona non grata and rescinds any prior declarations to this effect. The Board affirms that historic declarations of this type will not be used by the Association in any way, for any reason.

B. SECURITY AND PROTECTION OF PROPERTY

i) The Executive Director is responsible for the safety and comfort of staff, members, and visitors to the MAPS lounge and offices.

ii) Should the Executive Director reasonably determine that one or more persons are an actual or perceived threat to the safety, comfort, or security of those using our facilities, the Executive Director is authorized to direct the person or persons to leave the premises immediately.

iii) The Executive Director may, in his sole discretion, contact campus security and ask them to remove the person or persons from the premises.

iv) **Two strikes results in barred access to facility:** Any person asked to leave the premises a second time due to a violation of this policy will be barred access to the Association’s offices and Lounge for a period of time and will be charged with trespass to property if they attempt access the Lounge or offices during that period. This period will be one year, or a shorter period as determined by the Board.

C. MEMBERSHIP NOTIFICATION

i) MAPS is committed to providing timely notifications of meetings and provision of agendas to the Membership; and making supporting meeting materials readily available on our website in accordance with notice requirements.

ii) Where no notice provision is specified, Members should be provided reasonable notice of the issue and of the meeting or forum where it will be considered.
D. MEMBERSHIP ENGAGEMENT PROCESS

Every two years, the Board shall engage and consult the Membership to help determine the Association’s goals, objectives and priorities for the upcoming two years.

1. At least every two years, MAPS will engage a diverse cross-section of the Membership, including but not limited to:

   a. Part-time undergraduate students enrolled in 17 units or less during the current academic session, including both students who are adult learners; and students who have not yet started their professional careers.
   
   b. Students who were enrolled in part-time studies during the May – August academic session immediately prior to the current academic session.
   
   c. Students enrolled through the Centre for Continuing Education (CCE).
   
   d. Students enrolled in the post-diploma clinical behavioural sciences certificate (CBS) program.
   
   e. Any other distinct program offered by the university in which part-time students are enrolled.

2. The engagement should be focused on gaining insight and information regarding the needs, priorities, and interests of part-time students at McMaster as they relate to:

   a. Current lifestyle choices and decisions regarding work-life-school balance;
   
   b. Opportunities to receive additional education geared to improving:
      
      i) their work-school-life balance;
      
      ii) grades or program comprehension;
      
      iii) employment prospects post-graduation
   
   c. Inequities or other matters where part-time students are inequitably managed in relation to their full-time students; and
   
   d. Other priorities as may be identified through the process.

3. The results of the engagement be complied into a Services and Advocacy Report. The report will identify the main themes and priorities that MAPS should focus on when developing their strategic and operating plans and key priorities.

4. Means of Engagement

   a. MAPS may use any means to engage the Membership, as long as all identified groups have an equivalent opportunity to substantively participate. For example, while each group may have differing needs, all groups should be asked similar questions where appropriate.
   
   b. Without limiting the means employed by MAPS, engagement may take the form of:

      1. Holding open houses / town hall meetings, at central locations or venues proximate to the students being engaged;
2. Email surveys to the Membership; and
3. Non-binding polls of the Membership.

E. ATTENDANCE OF NON-MEMBERS AT ASSOCIATION MEETINGS

1. In the interests of openness and demonstrating transparency of process, non-members (visitors) may usually attend general meetings of the membership, the MAPS Board or a committee. The presiding officer will usually acknowledge any visitors to the meeting and advise the visitor(s) regarding any rules of conduct that are to be observed during the meeting.

2. Visitors may be allowed to attend closed session meetings if the membership in attendance agrees to allow this. However, this should not be the norm given the confidential nature of closed session.

3. Visitors may be allowed to speak to an agenda item where they have a direct interest, and may respond to corresponding questions. They may not, however, participate in the debate and do not have a vote.

4. MAPS reserves its rights to not allow any individual who has been removed from the MAPS office by campus security, or are a party to an actual or potential legal action/investigation involving MAPS.

K. DESIGNATION OF THIS POLICY

This policy is designated as materially important. To change it, the Board must provide the membership with notice of intent to change the policy. For more information, see Policy 003.

APPROVED BY THE BOARD.

Andrew Smith, President

David Moore, Secretary

November 12, 2013