

OFFICE OPERATING POLICY

1. PURPOSE

- 1.1 The MSS is in the possession of an office to facilitate office hours. These are drop-in times where students studying within the Faculty of Science can have any relevant questions and concerns answered by the MSS Executive members.
- 1.2 Additionally, the MSS Office is a space where any work related to MSS operations can be completed.

2. HOURS OF OPERATION

- 2.1 The MSS Office will operate from 10:30 am to 5:30 pm on Monday to Friday. The VP Internal must notify the MSS Executive about their specific times. Should it be necessary, at the discretion of the VP Internal, office hours may be lengthened to run until 6:30pm and may operate outside of these hours for special events that require use of the space.
- 2.2 Office Hours will be facilitated by all members of the MSS Executive. The MSS President and the Vice-Presidents are each expected to serve two periods within the MSS Office per week. Year Representatives and the Peripheral MSS Executive members shall each serve one office hour per week.
 - 2.2.1 Peripheral positions that have more than one executive member are to share one office hour per week.
 - 2.2.2 Additionally, members of the SRA Science Caucus have the option to host an office hour in the MSS Office.
 - 2.2.3 The specific hours each MSS Executive member will serve in the MSS Office will be chosen by each executive member in order to accommodate their schedule. These hours are subject to change in between the Fall and Winter terms.
 - 2.2.4 A schedule outlining MSS Office Hour facilitation will be posted on the McMaster Science Society website and on the bulletin board located outside The Office.
- 2.3 The MSS Office may not operate in the months of December and April in order to accommodate ample study time for examination preparation.

- 2.3.1 Additionally, the MSS Office will not operate during the fall and winter Reading Weeks, as well as the spring and summer semesters.
- 2.3.2 If access to the office is required by a non-executive MSS member during times the office is closed, they must contact the Vice-President Internal to schedule a time to gain access.

3. CONDUCT

- 3.1 MSS Executive members are responsible for being present in the Office during their scheduled office hours when the Office is in operation.
 - 3.1.1 If an Executive member is unable to attend their scheduled office hour they are responsible for finding another member to fill their office hour.
 - 3.1.2 MSS Executive attendance at scheduled office hours will be recorded through a sign-in sheet, which every Executive is responsible for signing during their office hour.
- 3.2 MSS Executives present in the Office are responsible for maintaining a welcoming, helpful environment and positively representing the MSS.
 - 3.2.1 This includes maintaining a clean Office space, free of unnecessary clutter.
 - 3.2.2 The MSS Office door should remain open during office hours when an MSS Executive is present in the Office; this does not apply to when interviews are being conducted in the office wherein the door may be closed and a sign hung on the door to indicate the conducting of interviews.
 - 3.2.3 An MSS executive must be present in the Office at all times if the office is to be occupied outside of normal office hours. During Welcome Week, the office may be attended by non-MSS Executive members, with permission of the Welcome Week Planners or the Sciclone Executive Team.
- 3.3 If the Office must be left unattended, or when leaving the Office at the end of the day's operating hours, the door must be closed.
- 3.4 MSS Executive members are responsible for keeping the office secure. The access code to the office shall only be shared with members of the MSS Executive.
- 3.5 The Office may be reserved for an Executive to use for MSS-related purposes.
 - 3.5.1 The Executive must email the Internal Operations Officer twenty-four (24) hours before they wish to reserve the office.

- 3.5.2 When an Executive wishes to reserve the Office, they are responsible for notifying the rest of the Executive of the date and time of the reservation and ensuring that this does not conflict with another Executive's reservation.
- 3.6 Storage of items for use at MSS events may be kept in the office for a maximum of two weeks. Any items that remain in the MSS Office for longer than two weeks will be discarded.
 - 3.6.1 If an executive wishes to store an item longer than two weeks in the MSS Office, they must contact the VP Internal and Internal Operations Officer to request an extension of storage.
 - 3.6.2 All extension of storage requests will be at the discretion of the VP Internal and Internal Operations Officer.

Date last reviewed: April 15th, 2022