# Frosh By-Laws

**Revision History:**
**April 8, 2015 (Ratification)**

**Article 1: Preamble and Background**
**1.1** The Arts Undergraduate Society formed an Ad-Hoc Frosh Bylaws Committee to draft legislation that would govern the planning and execution of Frosh Week, an orientation event for incoming students.

See Appendix for Ad-Hoc Committee membership and the context of the creation of these By-Laws

**Article 2: Policy Statement and Mandate**
**2.1** In accordance with the AUS Constitution and Equity Policy, the AUS has a responsibility to plan and execute a Frosh Week that is inclusive, accessible, and sustainable. This Policy works to institutionalize the operations of Frosh and also to create a comprehensive guideline for the continuity, transparency, and efficiency of Frosh.

**Article 3: Definitions and Membership**
**3.1** Frosh: Social and cultural orientation for first-year Arts students to the Arts Undergraduate Society, life as a McGill student, and the surrounding Montreal community.

**3.2** Frosh Leaders: Upper-year students selected to lead Frosh groups, provide information about Frosh and life as a McGill student, directly oversee first-year students, and implement safe and inclusive methods of student engagement. Frosh Leaders are also expected to inform students about AUS resources, such as the First-Year Events, Academic, and Representative Council (FEARC) and the AUS Essay Centre. They are expected to act as mentors within the Faculty of Arts for first-year students.

**3.3** Arts and Science: In the absence of a specific Arts and Science Frosh in order to better accommodate unique student groups, students belonging to the Arts and Science faculty are permitted to register in either Arts Frosh or Science Frosh. Groups made up of solely Arts and Science students are then formed within each Frosh for these students, and are led by specifically hired Arts and Science Frosh Leaders, selected by the Bachelor of Arts and Science Integrative Council (BASiC) Vice-President Internal**.** They attend the majority of Arts Frosh events as regular Arts Frosh participants, but also attend separate Arts and Science events.

**3.4** Operations Staff (O-Staff): Upper-year students selected to assist with the logistical implementation of Frosh events and staff events.

**3.5** Frosh Coordinators: Individuals with event planning, coordination, or other relevant experience hired by the Vice-President Social to sit on the Frosh Committee that assist with ideas and planning, implementation, and coordination for all aspects of Frosh. The Coordinator positions vary by title, each taking on different aspects of the event and overseeing certain areas of its operation.

**3.6** Frosh Committee: Made up of the Frosh Coordinators whose responsibilities include, but are not limited to:

**3.6.1** Planning a clear vision for the theme and operational direction of Frosh; upholding the principles of inclusivity, safety, and ensuring adherence to the AUS Constitution;

**3.6.2** Hiring and training all Leaders and O-Staff;

**3.6.3** Liaising with the Students' Society of McGill University (SSMU) and other Faculty Frosh Committees and external groups in the Montreal community;

**3.6.4** Presenting a Frosh Report detailing their planning and implementation processes to the AUS Legislative Council in the same academic year.

**3.7** Vice-President Social: The head of the Frosh Committee, whose responsibilities include, but are not limited to:

**3.7.1** Hiring and managing the Committee;

**3.7.2** Delegating tasks to its members throughout the summer;

**3.7.3** Sitting on the Integrated Orientation Committee (IOC) and the Orientation Planning Group (OPG);

**3.7.4** Liaising between the Frosh Committee and the AUS Executive Committee;

**3.7.5** Being a representative figure on the AUS's behalf to the administration and Montreal community in matters relevant to Frosh.

**3.8** Equity Commissioner: Arts Undergraduate Society Equity Commissioners aid the Frosh Planning Committee and the Vice-President Social in creating accessible and equitable spaces during Frosh, and in its planning. The Equity Commissioners will present a Frosh Report to the AUS Legislative Council in the same academic year and work throughout the academic year to improve future Frosh events.

**3.9** Accessibility: The consideration of the obstacles that limit the participation and experience of persons planning and attending Frosh Week. Planning and implementation should move towards universal design, which provides access for diverse needs and backgrounds, in terms of financial, social, and physical access.

**3.10** AUS Executives: Body of elected AUS individuals that represent the Executive Committee that hold the Vice-President Social accountable for the planning and operational processes of Frosh. The AUS Executive Committee is also responsible for representing and promoting the AUS throughout Frosh.

**Article 4: Hiring and Training Process**

**4.1** Hiring: The hiring of the AUS Frosh Committee will be conducted by an interview panel that includes:

**4.1.1** Outgoing and Incoming Vice Presidents Social;

**4.1.2** Representation from the AUS Equity Committee;

**4.1.3** Representation from the outgoing AUS Frosh Committee.

**4.2** Eligibility: Current students and recent graduates of McGill within one year of their graduation are eligible to apply for the Coordinator Committee. Priority will be given to Arts and Arts and Science students, but students from other Faculties are eligible for consideration.

**4.3** Training: The AUS Frosh Committee will receive an AUS training session, which includes information about AUS resources, the AUS financial system, budgeting and expense tracking, and how to create a record of their activities over the summer. This training session will be conducted by the Vice-President Social and Vice-President Finance, with input and consultation if necessary from the AUS President and AUS Vice-President Academic for affairs related to general AUS resources.

> **4.3.1** The AUS Frosh Committee will also receive Equity training. This is to be coordinated by the AUS Equity Committee in accordance with general institutional practices, including the training session offered by Campus Life and Engagement. If Campus Life and Engagement does not conduct a training session, the AUS Equity Committee is responsible for conducting it themselves and can look towards the Social Equity and Diversity Office as an additional resource.

**Article 5: Liaison & Operations**

**5.1** In accordance with the AUS Equity Policy Article 3.4.4.1.2, there will be at least one member of the AUS Frosh Committee that is responsible for assisting the Vice-President Social with ensuring the adherence to the Equity Policy during orientation activities.

> **5.1.1** This individual will also be responsible for liaising directly with the Equity Committee during the planning period. The Equity Committee will be notified of all major planning decisions with a written report.

**5.2** The Equity Commissioners will review and design certain written responsibilities for this individual pertaining to their involvement with the AUS Equity Committee stipulating the terms and protections granted to them to their position and the scope of their responsibilities during Frosh.

> **5.2.1** The annual theme for Frosh must be approved by the AUS Equity Committee and deemed to be in line with the AUS Equity Policy.

**5.3** The AUS Vice-President Social, with the assistance of the AUS Frosh Committee, is responsible for sending a monthly written report to the AUS Executive Committee about the ongoing operations of Frosh.

**5.4** At the second session of AUS Legislative Council in the new year, the AUS Frosh Committee will give a report headed by the Chairs of the Committee debriefing their Frosh experience and also providing a set of best practices for Council. This is also an occasion for revisitation of these by-laws to ensure they are in accordance with best

practices. The purpose of this presentation is also to ensure continuity between Frosh and the rest of the AUS.

**5.5** During Frosh, the Equity Commissioners will act as representatives of the AUS, visually distinguished in a way to differentiate them from Frosh Leaders or O-Staff.

**Article 6: Financial Section**

**6.1** The AUS Vice-President Social is responsible for working with the AUS Vice-President Finance to create a comprehensive budget for Frosh. The first draft of the budget will be completed by mid to end of June at which point it must be approved by a majority of the Executive Committee through an online vote. A monthly update will be made to the budget and any major changes must be approved through an online vote of the Executive Committee.

**6.2** The finalized projected budget must be ready for the first day of Orientation Week. Any cash buffer requested for the week must be set at this point to be approved with the finalized projected budget.

**6.3** After Frosh is over and the budget is compiled with all revenues and expenses, there must be a presentation at a session of AUS Legislative Council for an accurate profit/loss record.

**6.4** The members of the AUS Frosh Committee receive the first portion of payment toward their stipend in August during the planning period but before Frosh activities. All members of the AUS Frosh Committee must submit an exit report within 30 days after the end of Frosh to receive the second payment.

**6.5** All members of the AUS Frosh Committee must sign a contract with the AUS stipulating the terms and protections granted to them to their position.

**6.6** There is a precedent for Arts Frosh to help fund BASiC frosh events, in order to better integrate BASiC students into the Arts Faculty.

**Article 7: Follow-up and Institutional Memory**

**7.1** The AUS Frosh Committee will send out a follow-up survey to all AUS Frosh Leaders and O-Staff.

**7.2** Frosh Leaders are recommended to direct their first-year students to AUS resources developed by the Executive Committee to help them be integrated into life in the Faculty of Arts at McGill. A training package will be prepared by the AUS Executive Committee under the direction of the President, Vice-President Academic, and Vice-President Social, to be a resource for Frosh Leaders in their mentorship efforts. Frosh Leaders are encouraged to maintain connections with their first-year students.

**7.3** If Frosh makes a surplus, the money will be allocated to events planned for first-year students by the Vice-President Social in collaboration with FEARC.

**Article 8: Timeline (Visual Display)**

April: Hiring of Frosh Coordinators, Frosh Leaders, and O-Staff

May: Frosh Committee will be equity trained, Frosh update will be sent to AUS Executive Committee

June: First pre-Frosh budget proposal will be submitted to AUS Executive Committee, second Frosh update will be sent to AUS Executive Committee

July: Budget update and third Frosh update will be submitted to AUS Executive Committee

August: Frosh Coordinators will receive the first portion of payment toward their stipend

September: Exit report must be received within 30 days after the end of Frosh to receive second payment of stipend

**Appendix: Membership of this Frosh By-Law Policy Committee.**

At the October 29th, 2014 meeting of the AUS Council, a Motion to Convene Ad-Hoc Frosh By-Laws Committee was passed to address concerns related to the regulation, transparency, and continuity of a successful Frosh week for years to come.

## Motion to Convene Ad-Hoc Frosh By-Laws Committee

*Whereas*, Arts Frosh as a part of Orientation Week, is one of the largest events of the Arts Undergraduate Society and one of the first points of contact for new students entering the Faculty of Arts and the Faculty of Arts and Science,

*Whereas*, under the AUS Equity Policy, it is mandated under Article 2.1.2 regarding the scope of the by-laws that the policy apply to "all activities and events hosted, funded, and promoted by the Society and AUS affiliated departmental associations and internal groups",

*Whereas*, no current system of by-laws or regulations exist to bring the operation of Frosh in orientation with the general body of AUS constitutions and by-laws,

*Whereas,* Frosh By-Laws will improve the financial transparency and efficiency of the organization of the event,

*Whereas,* consultation has been conducted with various interested individuals in the enactment of AUS Frosh By-Laws,

*Whereas,* the span and composition of the Committee spans several portfolios of the AUS,

**Be it resolved**, that AUS Legislative Council create an Ad-Hoc Frosh By-Law Committee,

**Be it resolved,** that the composition of the Committee consist of:
- The AUS Vice-President Social
- The AUS Equity Commissioners
- A designated financial representative of the AUS
- A previous member of the AUS Frosh Coordinator Committee
- Two members-at-large, including one interfaculty representative

**Be it resolved,** that the Committee consult with members-of-large regarding specific matters such as interfaculty collaboration with Arts and Science members and Social Work students,

**Be it resolved,** that the Committee report to Legislative Council on a monthly basis regarding its progress,

After the motion was passed, the Ad-Hoc Frosh By-Law Committee was formed, comprised of the AUS Vice-President Social, Johanna Nikoletos; AUS President, Ava Liu; AUS Equity Commissioners, Isabel Lee and Vereesha Khan; FMC chair, Rona Hunter; BASiC Vice-President External, Jessica Drozd; and EPiC committee members, Christine Koppenaal and Aleks Djurdjevic.

The policy was drafted in the Winter 2015 term, and will be discussed at the AUS Councils on March 25 and April 8, 2015.

**March 9th, 7:30pm.**