



SCIENCE UNDERGRADUATE SOCIETY

SCIENCE FROSH POLICIES

1. **Article 1 - Definitions**

- 1.1. “Frosh” shall refer to the events that take place during McGill Orientation Week.
- 1.2. “O-Week” shall refer to McGill Orientation Week.
- 1.3. “MoA”, “MoU” shall refer to Memorandum of Agreement and Memorandum of Understanding respectively.
- 1.4. “SSMU”, “CL&E” shall refer to the Students’ Society of McGill University and Campus Life & Engagement respectively.
- 1.5. “IOC” shall refer to the Internal Organizational Committee.
- 1.6. “VP Internal” shall refer to the Vice-President, Internal of the Science Undergraduate Society (SUS);
- 1.7. “Co-Chair”, “Coordinator”, “Leader” and “Staff” shall refer to the Co-Chairs of Science Frosh Committee, the persons in the Science Frosh Committee, the Frosh Leaders hired by the Science Frosh Committee and the Frosh Orientation Staff hired by the Science Frosh Committee.
- 1.8. “High Risk”, “Low Risk” shall refer to incidents in which an article in the McGill Student Code of Conduct is broken and incidents which do not violate the McGill Student Code of Conduct respectively.
- 1.9. “Blacklist” refers to any person(s) that have been blacklisted from Orientation activities and volunteer opportunities by Campus Life & Engagement.

2. **Article 2 - Administration**

- 2.1. If the VP Internal has not been a Science Frosh Coordinator prior to their election, the Co-Chairs must be selected from the pool of previous Science Frosh Coordinators, if possible;
- 2.2. If the VP Internal is not registered under work study, they shall be paid a stipend for their work between May 1st and Sept 15th of their term equal to that of the Co-Chairs;
- 2.3. In the event that these policies conflict with the MoA between the faculties and SSMU, the MoA prevails;
- 2.4. In the event that these policies conflict with the MoU with McGill University, the MoU prevails;
- 2.5. In the event that these policies conflict with the SUS Constitution, the Constitution prevails.

3. **Article 3 - The Role of the VP Internal**

- 3.1. Preparing and maintaining the O-Week budget in conjunction with the SUS VP Finance;
- 3.2. Representing O-Week Committee and SUS interests at IOC;
- 3.3. Organise a meeting between the incoming Coordinators and SUS Equity before May 1st;
- 3.4. Negotiate terms of a Memorandum of Agreement amongst all faculty froshes and the SSMU;
- 3.5. Acting as a representative of the McGill Science Community to McGill bodies, the Milton Park Citizens' Committee, the Service de Police de la Ville de Montréal (SPVM) and any other external groups that interact with O-Week and its participants;
- 3.6. Oversee the O-Week Committee and ensure its proper functioning before, during, and after O-Week;
- 3.7. Act as the official spokesperson of the SUS during between May 1st and September 15th regarding frosh affairs.
- 3.8. Participate in negotiations with large venues shared between faculties;

- 3.9. Communicating all non-confidential information related to O-Week with the Co-Chairs(s);
- 3.10. Communicating all non-confidential information which is relevant to the O-Week Committee with all O-Week Coordinators;
- 3.11. Removing any participant, Leader or staff from any faculty Frosh event for improper conduct;
 - 3.11.1. When removing an individual belonging to a Frosh other than O-Week, the VP Internal (or equivalent) of the affected faculty shall be informed of the details of the disciplinary action taken as well as the justification for doing so;
- 3.12. Organizing the creation and submission of exit reports summarizing the organization and outcomes of O-Week from each coordinator sub group, e.g. O-Staff, Night Events, Logistics etc.;
 - 3.12.1. All exit reports from Coordinators and Co-Chairs shall be completed before the end of the fall semester and submitted to the VP Internal before September 31st of the same year.

4. **Article 4 - The Role of the O-Week Committee**

- 4.1. The responsibilities of all members of the O-Week committee shall include:
 - 4.1.1. Promoting Science spirit at all O-Week events;
 - 4.1.2. Upholding good relations with partners of the SUS such as venues, suppliers, sponsors, McGill bodies, and others.

5. **Article 5 - The Role of the O-Week Co-Chairs**

- 5.1. The responsibilities of the O-Week Co-Chairs(s) shall include:
 - 5.1.1. Acting as Chair(s) of the O-Week Committee in conjunction with the VP Internal;
 - 5.1.2. Act in place of the VP Internal in the following cases:
 - 5.1.2.1. Illness;

- 5.1.2.2. Absence from Montreal;
- 5.1.2.3. Unanimously deemed incompetent by the O-Week committee and the Accountability Committee;
 - 5.1.2.3.1. In this case, a document must be presented to General Council at the beginning of the semester by the Co-Chairs and Accountability Committee;
- 5.1.2.4. Overseeing the general organization of the O-Week Committee;
- 5.1.2.5. Communicating on a regular basis with the VP Internal regarding progress, challenges and concerns of the O-Week Committee and its members;
- 5.1.2.6. Organizing meetings of the O-Week Committee at least once every two weeks.

6. **Article 6 - Complaints and Misconduct**

- 6.1. Any action or series of actions by a participant, Leader, staff member, or coordinator deemed unacceptable by the O-Week coordinators shall result in their immediate expulsion according to the Frosh Coordinator MoA signed by all faculties and organised by CL&E;
- 6.2. The following actions performed by a participant shall always be considered unacceptable and result in immediate expulsion;
 - 6.2.1. Physical or sexual violence or harassment;
 - 6.2.2. Pressuring a participant to consume alcohol or any other mind-altering substance;
 - 6.2.3. Attempting to distribute or sell Frosh bracelets;
- 6.3. The following actions performed by a Leader, Staff member, or coordinator shall always be considered unacceptable and result in immediate expulsion:
 - 6.3.1. Physical or sexual violence or harassment;
 - 6.3.2. Sexual contact of any nature with a Frosh participant;
 - 6.3.3. Pressuring any member of the Frosh community to consume alcohol or

- any other mind-altering substance;
- 6.3.4. The use or distribution of illegal drugs during O-Week;
- 6.3.5. Not complying with instructions from law enforcement;
- 6.3.6. Attempting to distribute or sell Frosh bracelets;
- 6.4. Once a member of Frosh has been expelled for any of the reasons outlined in Articles 6.2 and/or 6.3, the member shall not be allowed to enter any Frosh events and shall not be selected to participate in any subsequent O-Week event in any capacity as per their leader/staff contract;
 - 6.4.1. Violations of article 6.3 will also make the Leader, staff or Coordinator ineligible to register for any events under the SUS VP Internal portfolio;
 - 6.4.2. Violations of article 6.3 will also cause the Leader, staff or Coordinator's name to be sent to CL&E to be added to an all-campus O-Week blacklist;
- 6.5. Only O-Week Coordinators have the authority to expel an individual from O-Week; Science O-Week Coordinators may be expelled by the VP Internal;
- 6.6. All expulsions from O-Week must be reported to the VP Internal and Co-Chairs and documented for future O-Week Committees;
- 6.7. Complaints against O-Week and its events or members shall be communicated to the O-Week Co-Chairs or VP Internal. The Co-Chairs and VP Internal shall then decide whether a complaint is deemed as "High Risk" or "Low Risk" via a $\frac{2}{3}$ vote;
 - 6.7.1. Action items based on "Low Risk" complaints shall be outlined by the O-Week Co-Chairs and approved by the VP Internal, the Co-Chairs and internal will then decide on how to proceed by a $\frac{2}{3}$ vote;
 - 6.7.2. Action items based on "High Risk" complaints shall be outlined by the O-Week Co-Chairs, the VP Internal and a decision on how to proceed will be made according to the MoU with McGill University and the Dean of Students;
 - 6.7.2.1. Action items that deal with violations of the Student Code of Conduct will automatically be considered "High Risk";

- 6.7.3. If O-Week Co-Chairs are accused of misconduct, the vote will take place with the VP Internal, Equity Commissioner, and Accountability Committee proceeding with a $\frac{2}{3}$ majority.
- 6.8. No one listed under the CL&E Blacklist shall be considered for a Science Leader, Staff or Coordinator position.