

**FACULTY OF COMMUNITY  
SERVICES SOCIETY**

# **FROSH POLICY**

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## **Preamble**

The Frosh Policy outlines the expected etiquette, structure of the Frosh, Orientation, Spirit Committee, and procedures when an incident occurs at a Faculty of Community Services Society Frosh Week. This policy is to be used for the direction of responsibilities of the Frosh, Orientation Spirit Committee (FOSSC), student volunteers throughout the weeks, and student attendees. Failure to comply with these rules will result in a meeting with the Faculty of Community Services Associate Dean, and the Student Society Manager.

### **Article 1 - Definitions**

1.1. "Frosh" shall refer to the events that take place during the FCSS Frosh Week.

1.2. "O-Week" shall refer to the entirety of events in the Faculty of Community Services that are woven together in the one or, two weeks of Orientation set out in the undergraduate calendar.

1.3. "MoA", shall refer to Memorandum of Agreement and Memorandum of Understanding respectively.

1.4. "Student Life", "TorontoMet" shall refer to the University's central Student Life & Learning Support, and the University itself respectively.

1.5. "FCSS" refers to the Student Society of the Faculty of Community Services.

1.6. "The Executive Director" shall refer to the ED, Events of the Faculty of Community Services Society (FCSS);

1.7. "Co-Chair", "Coordinator", "Leader" and "Staff" shall refer to the Co-Chairs of Frosh, Orientation, Spirit Committee, the persons in the Community Services Frosh, Orientation, Spirit Committee, the Frosh Leaders hired by the Community Services

Frosh, Orientation, Spirit Committee, and the Frosh Orientation Staff hired by the Community Services Frosh, Orientation, Spirit Committee.

1.8. “High Risk”, “Low Risk” shall refer to incidents in which an article in the TorontoMet Student Code of Conduct is broken and incidents which do not violate the TorontoMet Student Code of Conduct respectively.

1.9. “Blacklist” refers to any person(s) that have been blacklisted from Frosh, and Orientation activities and volunteer opportunities by Campus Life & Engagement, the FCSS, and partners.

## **Article 2 - The Role of the O-Week Committee**

2.1. The responsibilities of all members of the O-Week committee shall include:

2.1.1. Promoting Community Services spirit at all O-Week events;

2.1.2. Upholding good relations with partners of the FCSS such as venues, suppliers, sponsors, Toronto Metropolitan University bodies, and others.

## **Article 3 - The Role of the O-Week Co-Chairs**

3.1. The responsibilities of the O-Week Co-Chairs(s) shall include:

3.1.1. Acting as Chair(s) of the O-Week Committee in conjunction with The Executive Director;

3.1.2. Act in place of the The Executive Director in the following cases:

3.1.2.1. Illness;

3.1.2.2. Absence from Toronto;

3.1.2.3. Unanimously deemed incompetent by the O-Week committee and the First Year Activity Council Committee;

3.1.2.3.1. In this case, a document must be presented to General Council at the beginning of the semester by the Co-Chairs and First Year Activity Council Committee;

3.1.2.4. Overseeing the general organization of the O-Week Committee;

3.1.2.5. Communicating on a regular basis with The Executive Director regarding progress, challenges and concerns of the O-Week Committee and its members;

3.1.2.6. Organizing meetings of the O-Week Committee at least once every two weeks.

## **Article 4 - The Roles of the O-Week Committee Members**

4.0. The Heads of FCSS FOSC shall be:

4.0.1. The Executive Director shall act as Chair with the opportunity to hire a Co-chair with at least one year experience being a frosh leader, or logistics associate.

4.0.2 The ED Finance and Corporate Relations shall be responsible for their portfolio when it comes to Frosh/O-Week

4.0.3. The ED Events shall focus on the overall operations of frosh week with frosh leader-frosh leader communications, and inter-faculty events.

4.1 The Coordinators of FCSS FOSC shall be:

4.1.1. Logistics Coordinator

4.1.2. Communications Coordinator

4.1.3. Day Events

4.1.4. Night Events

4.1.5. Inclusivity

4.2. The Logistics Coordinator shall oversee all logistics behind the scenes related duties for all FOSC events and activities. The Logistics Coordinator's responsibilities for Frosh Week and throughout the year include but are not limited to:

4.2.1. Proper booking of all spaces and venues through TorontoMet Facilities and corresponding external organizations to be used throughout the year. This includes the completion of TorontoMet's Risk Management Reports, clear communication with the FCSS Society Manager and the current FCSS Executive Director, TorontoMet Central Orientation, TorontoMet Facilities, and the Faculty;

4.2.2. Communicating with organizational parties. This includes the completion of TorontoMet's Risk Management Reports, clear communication with the FCSS Society Manager and the current FCSS Executive Director, TorontoMet's Central Orientation, TorontoMet Facilities, and the Faculty;

4.2.3. Coordinate the behind the scenes work that needs to get done to ensure the activity/event runs smoothly.

4.2.4. Head of all logistics associates, communicating to them during the days of frosh, ensuring they all have tasks to do in order for an activity to be successful. Ensure all activities are inclusive and safe for all attendees.

4.3. The Communications Coordinator shall oversee all communication related duties for all FOSC events. The Communications Coordinator's responsibilities for Frosh Week and throughout the year include but are not limited to:

4.3.1. Maintain all social media and communication channels between incoming first year students and Leaders. This includes answering all Frosh Week related questions, advertising for Frosh Week, and updates for Frosh Week

4.3.2. Coordinate with the rest of the FOSC to facilitate a theme and corresponding logo for Frosh Week to be used on all Frosh Week merchandise that includes but not strictly limited to shirts, and patches;

4.3.3. Work on theme related promotional material for Frosh Week, which includes but not strictly limited to videos, posters, announcements, and letters;

4.3.4. Oversee the documentation of Frosh Week through photos, videos, and any other mediums that they see fit;

4.3.5. Ensure the Frosh Week website/webpage is up to date and displays all related information and updates related to Frosh Week.

4.4. The Finance Coordinator shall oversee all financial related duties for all FOSC events. The Finance Coordinator's responsibilities for Orientation Week and throughout the year include but are not limited to:

4.4.1. Ensuring that the FOSC remains within budget as allocated by the current Executive Director, Finance & Corporate Relations and the Society Manager;

4.4.2. Coordinate with the rest of the FOSC about what to include in the Frosh Kits;

4.4.3. Contacting suppliers and other related bodies regarding Frosh Kit orders and all other supplies;

4.4.4. Coordinate the sales and distribution of Frosh Kit throughout Frosh Week;

4.4.5. Secure non-monetary sponsorship material (such as food or coupons) that can be distributed at Frosh Week.

4.5. The Inclusivity Coordinator shall oversee all Frosh Leaders during Frosh Week, and work with the Chairs of frosh and the Day, and Night Coordinators to ensure all activities are inclusive to age, sexuality, and drinking/consumption.

4.5.1. Ensure all Frosh Leaders represent the FOSC Mission, Equity, Diversity & Community' Inclusion Mandate of FCSS, FCSS Mandate, inclusivity, equity, camaraderie, and leadership;

4.5.2. Ensure that all Frosh Leaders receive a mandatory Equity Workshop before their first experience as Leaders for Orientation Week;

4.5.3. Coordinate all Leaders during Frosh Week such that each leader sets the proper example of inclusivity, equity, spirit, and leadership to their group of first year Community Services students;

4.5.4. Ensures each event is inclusive

4.5.5. Educate incoming froshies about the importance of being inclusive leading up to the start of selling tickets, and during this period of selling tickets, (Consent comes first, Safe consumption of alcohol, Safety, and more).

4.6. The Day Event Coordinator shall oversee all Frosh activities being planned during the day based on the initial skeleton formula of the week.

4.6.1. Ensure all Frosh day event/activities are exciting, energetic, and impactful unifying activities;

4.6.2. Ensure that all day events/activities are following the mandate of FCSS frosh in being inclusive, unifying, social, showcasing campus, and the greater Toronto community.

4.6.3. Coordinate with all committee members on the activities planning.

4.7. The Night Event Coordinator shall oversee all Frosh activities being planned during the night based on the initial skeleton formula of the week.

4.7.1. Ensure all Frosh day event/activities are exciting, energetic, and impactful unifying activities;

4.7.2. Ensure that all night events/activities are following the mandate of FCSS frosh in being inclusive, unifying, social, showcasing campus, and the greater Toronto community.

4.7.3. Coordinate with all committee members on the activities planning.

## **Article 5 - Complaints and Misconduct**

5.1. 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 Memorandum of Agreement signed by all faculties and organized by TorontoMet Student Life;

5.2. The following actions performed by a participant shall always be considered unacceptable and result in immediate expulsion;

5.2.1. Physical or sexual violence or harassment;

5.2.2. Pressuring a participant to consume alcohol or any other mind-altering substance;

5.2.3. Attempting to distribute or sell Frosh bracelets;

5.2.4. Arguing with elected members of the Executive Board of the FCSS.

5.3. The following actions performed by a Leader, Staff member, or coordinator shall always be considered unacceptable and result in immediate expulsion:

5.3.1. Physical or sexual violence or harassment;

5.3.2. Sexual contact of any nature with a Frosh participant;



5.3.3. Pressuring any member of the Frosh community to consume alcohol or any other mind-altering substance;

5.3.4. The use or distribution of illegal drugs during O-Week;

5.3.5. Purposely targeting or solicticing a leader group to not listen to instructions;

5.3.6. Not complying with instructions from law enforcement;

5.3.7. Attempting to distribute or sell Frosh bracelets;

5.3.8. Arguing with elected members of the Executive Board of the FCSS;

5.3.9. Not having the FCSS board's or the Dean's Offices goals, values, and interest at heart first.

5.3.10. Creating a toxic work environment, this includes but is not limited to:

- Bullying
- Causing drama
- Spreading drama
- Making fun of students, other leaders, staff, and elected student leaders
- Not listening, ignoring orders or not following what is on the schedule for the day.
- Creating an unhealthy environment for students who paid into frosh.
- Advocating for students who did not pay, or frosh leaders who did not pay to get food from students who did pay.
- Further harassment and petty outside of Faculty Frosh/O-Week
- Having their own agenda

5.4. Once a member of Frosh has been expelled for any of the reasons outlined in Articles 5.2 and/or 5.3, 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;

5.4.1. Violations of article 5.3 will also make the Leader, staff or Coordinator ineligible to register for any events, initiatives, or be a part of a committee under the FCSS The Executive Director Events, Culture and Wellness, Academics,

Finance and Corporate Relations, Communications and Marketing, or The Executive Director portfolio;

5.4.2. Violations of article 5.3 will also cause the Leader, staff or Coordinator's name to be sent to the Office of the Dean Faculty of Community Services to be added to an all-campus O-Week blacklist;

5.4.3. High risk violations of this policy will be met with a meeting with the Associate Dean of Undergraduate Studies and the student society manager.

5.5. Only O-Week Coordinators have the authority to expel an individual from O-Week; Community Services O-Week Coordinators may be expelled by The Executive Director;

5.6. All expulsions from O-Week must be reported to The Executive Director and Co-Chairs and documented for future O-Week Committees;

5.7. Complaints against O-Week and its events or members shall be communicated to the O-Week Co-Chairs or The Executive Director. The Co-Chairs and The Executive Director shall then decide whether a complaint is deemed as "High Risk" or "Low Risk" via a  $\frac{2}{3}$  vote;

5.7.1. Action items based on "Low Risk" complaints shall be outlined by the O-Week Co-Chairs and approved by The Executive Director, the Co-Chairs and The Executive Director will then decide on how to proceed by a 50+1 vote;

5.7.2. Action items based on "High Risk" complaints shall be outlined by the O-Week Co-Chairs, The Executive Director and a decision on how to proceed will be made according to the Society Manager, Toronto Metropolitan University, and the Dean of Undergraduate Studies and Pedagogy at the Faculty of Community Services;

5.7.2.1. Action items that deal with violations of the Student Code of Conduct will automatically be considered "High Risk";

5.7.3. If O-Week Co-Chairs are accused of misconduct, the vote will take place with the The Executive Director, ED Events, Equity Commissioner, ED Administration and Operations, ED Finance and Corporate Relations, and FOSC Committee proceeding with a  $\frac{2}{3}$  majority.

5.8. No one listed under the TorontoMet Student Life Blacklist shall be considered for a Community Services Leader, Staff or Coordinator position.

## **Article 6 - Student Contract**

### 6.0 Student Volunteers Contract

6.1. All Student volunteers must sign an agreement contract to abide by all these rules.

6.1.1. All student volunteers must complete a written test to ensure the organizers, the Office of the Dean, and the FCSS Board of Directors are confident that you understand the responsibilities of being a volunteer during orientation week.

6.1.2. All volunteers must understand that this contract makes you accountable for following the rules of the Orientation Week manual.