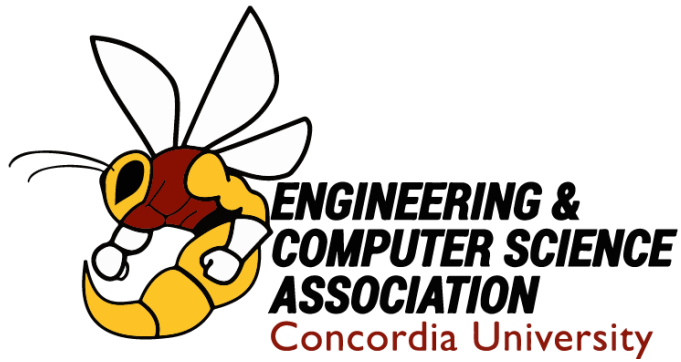


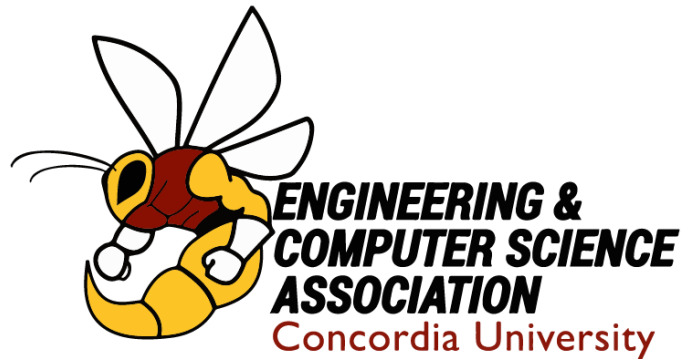
Frosh Committee Policy

Adopted: - April 29th 2023



Version 3

Version	Description	Author(s)	Adoption
1	Initial Version	Alex Stojda (President)	June 10th, 2019
2	Purpose Redefined Clarify Letter of Intent Outline BOD Approval	Kayla Charky (President), Sierra Campbell (VP Academic)	May 26th, 2021
3	Formatting Creation of Coordinator Roles Defined Mandates of Committee Members Addition of Complaints and Misconduct	Sierra Campbell (President)	April 29th, 2023



Preamble

This policy outlines the structure and mandate of the Frosh Committee.

Section A: Definitions

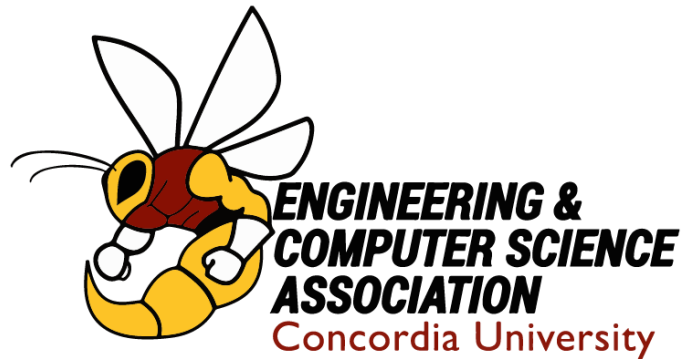
1. The following terms will be used throughout this document and are hereby defined:
 - 1.1. By-Laws – shall mean the ECA By-Laws;
 - 1.2. ECA – shall mean the Concordia Engineering and Computer Science Student Association;
 - 1.3. BOD – shall mean the ECA Board of Directors;
 - 1.4. VP – shall mean Vice President;
 - 1.5. Frosh – shall refer to the collection of events aimed at incoming undergraduate students organized by the ECA and other Concordia student associations during the week prior to and the first week of classes in the Fall and Winter semesters.

Section B: Purpose

1. Frosh is one of the most attended events organized by the ECA. It demands an abundance of time and preparation to execute and create a memorable experience for incoming students.
2. Event planning occurs at the beginning of the newly elected ECA executive team's mandate. Therefore, there are a plethora of organizational matters to manage.
3. Outside parties including member associations and undergraduate students at large should be involved in the planning and execution phases.
4. The Frosh Committee shall organize and host events for incoming undergraduate engineering and computer science students that are accessible, inclusive, and facilitate encouraging environments for building community.

Section C: Composition of Committee

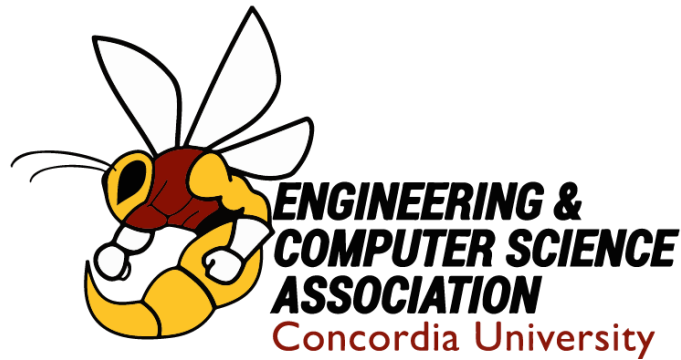
1. The Frosh Committee shall be composed of minimum 7 members, maximum 16 members with the following structure:
 - 1.1. VP Social;
 - 1.2. Director of External Social Affairs
 - 1.3. Director of Internal Social Affairs
 - 1.4. Venue Coordinator



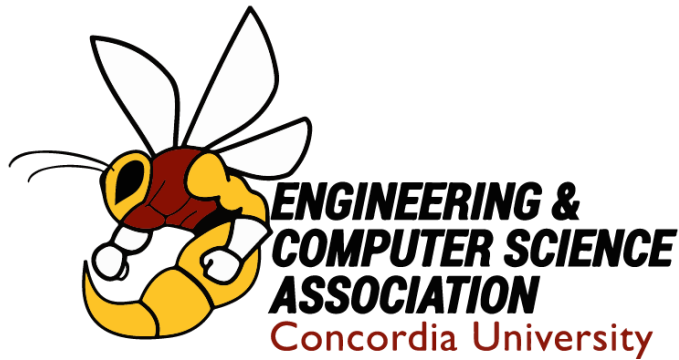
- 1.5. Activity Coordinator
- 1.6. Accessibility Coordinator
- 1.7. Leader Coordinator
- 1.8. Facultative ECA executives
- 1.9. Facultative ECA sages

Section D: Mandate and Responsibilities

1. The VP Social shall:
 - 1.1. Prepare the Frosh budget and present it to the BOD for approval;
 - 1.2. Host and chair regular Frosh Committee meetings;
 - 1.3. Oversee the Frosh Committee and ensure its proper functioning;
 - 1.4. Act as a liaison between the coordinators, leaders, participants, and other stakeholders;
 - 1.5. Participate in negotiations with large venues, including DUSTED;
 - 1.6. Participate in negotiations for events hosted with other student associations, including Beach Club;
 - 1.7. Book catering for on campus events;
 - 1.8. Secure photography for certain events of Frosh;
 - 1.9. Ensure all members of the Frosh Committee have successfully passed the Safe Serve Program offered by the Dean of Students Office;
 - 1.10. Integrate ECA executives on matters pertaining to their respective mandates;
 - 1.11. Assist members of the Frosh Committee in executing their duties;
 - 1.12. Host the post mortem meeting and draft an exit report.
2. The Director of External Social Affairs shall:
 - 2.1. Visit establishments around campus to sign contracts for the crawl event;
 - 2.2. Work with the VP Social to coordinate catering and delivery;
 - 2.3. Book DJs for Orientation Day and Wine & Cheese;
 - 2.4. Organize transportation for all off campus events;
 - 2.5. Create a transportation schedule with departure list ensuring all buses have at least two Frosh Committee members, ECA executives, or volunteers on board;
 - 2.6. Any other duties that can be assigned by the Frosh Committee.
3. The Director of Internal Social Affairs shall:



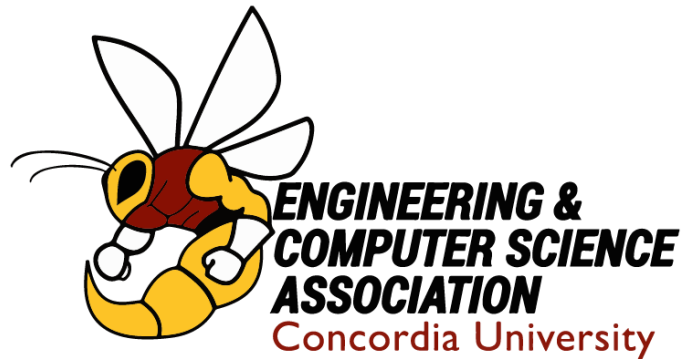
- 3.1. Draft daily schedules of the events and distribute to the relevant parties;
 - 3.2. Ensure waste ambassadors are present at all events;
 - 3.3. Work with Member Associations to confirm their booths at Orientation Day;
 - 3.4. Book the B-Annex Lounge as a stop for the crawl event and obtain necessary alcohol permits;
 - 3.5. Coordinate a participant training session with the Dean of Students Office at Orientation Day;
 - 3.6. Prepare trivia or another activity for the Lizard Lounge;
 - 3.7. Any other duties that can be assigned by the Frosh Committee.
4. The Venue Coordinator shall:
- 4.1. Visit establishments around campus to facilitating the signing of contracts for the crawl event;
 - 4.2. Negotiate deals for food and beverages available on site;
 - 4.3. Discuss accessibility needs with all venues and relay information to the Accessibility Coordinator;
 - 4.4. Correspond with Women in Engineering for Beach Day preparations;
 - 4.5. Assist the VP Social with Beach Club and DUSTED venues;
 - 4.6. Book venues for after parties on select days of Frosh;
 - 4.7. Any other duties that can be assigned by the Frosh Committee.
5. The Activity Coordinator shall:
- 5.1. Organize games and inflatables for Orientation Day;
 - 5.2. Draft list for the Scavenger Hunt;
 - 5.3. Coordinate with all organizing members to create a list of challenges for the crawl event;
 - 5.4. Determine appropriate games for participants to play at the crawl event;
 - 5.5. Create Engineering Challenge submission form for Member Associations and evaluate proposals with the VP Competitions;
 - 5.6. Assist VP Competitions in organizing Sports Day;
 - 5.7. Any other duties that can be assigned by the Frosh Committee.
6. The Accessibility Coordinator shall:
- 6.1. Ensure that a variety of food and beverage options are available at all events to cater to dietary needs;
 - 6.2. Work with the Venue Coordinator to determine accessibility requirements of venues;
 - 6.3. Assist the VP Marketing in distributing information to all students across a variety of platforms;



- 6.4. Establish and uphold a platform for participants to anonymously report any incidents;
- 6.5. Create an accessibility guide to be distributed to participants with information including but not limited to physical barriers, light and sound intensity, gender neutral bathrooms, food and water access, and extra expenses;
- 6.6. Notify the VP Social and VP Internal of any incidents and proceed with an established course of action;
- 6.7. Any other duties that can be assigned by the Frosh Committee.
7. The Leader Coordinator shall:
 - 7.1. Work with the VP Marketing to advertise the recruitment of leaders;
 - 7.2. Schedule interviews with eligible candidates;
 - 7.3. Select leaders and divide into teams after consultation with the Frosh Committee;
 - 7.4. File all signed leader contracts on the ECA Drive;
 - 7.5. Coordinate mandatory Leader Training Session with the Dean of Students Office;
 - 7.6. Create Facebook group with all leaders and post all relevant information in a timely manner;
 - 7.7. Check-in with all leaders each day during the event;
 - 7.8. Any other duties that can be assigned by the Frosh Committee.
8. Should ECA executives, representatives, or directors be members of the Frosh Committee, they shall be assigned responsibilities pertaining to their respective ECA mandates or any other duties that can be assigned by the Frosh Committee.

Section E: Complaints and Misconduct

1. All members of the Concordia community shall uphold Concordia University established standards of behavioural conduct as outlined in the Code of Rights and Responsibilities.
2. Actions executed by a Frosh Committee member, Frosh leader, or participant of Frosh that is deemed unacceptable shall result in immediate expulsion of the individual. This includes but is not limited to:
 - 2.1. Threatening or violent conduct;
 - 2.2. Sexual violence and sexual assault;
 - 2.3. Harassment;
 - 2.4. Discrimination;
 - 2.5. Hazing;
 - 2.6. Excessive pressure to consume alcohol or any mind-altering substance;



- 2.7. Distribution of illegal substances;
- 2.8. Offences against property;
- 2.9. Unauthorized entry into property;
- 2.10. Not complying with instructions from the SPVM;
- 2.11. Attempting to distribute or sell Frosh bracelets.
3. Frosh Committee members and Frosh leaders shall be expelled from Frosh for sexual contact of any nature with a participant of Frosh.
4. In the event an individual is expelled from Frosh, they are not allowed to enter any Frosh events and shall be prohibited from participating in subsequent Frosh events in any capacity.
5. Only members of the Frosh Committee shall have the authority to expel an individual from Frosh, all expulsions must be reported to the ECA VP Social and VP Internal for documentation purposes.
6. Complaints against Frosh Committee members, Frosh Leaders, or any participant of Frosh shall be communicated to the Accessibility Coordinator either in-person, by email, or via the anonymous reporting platform.
7. The Accessibility Coordinator shall deem a complaint either low risk or high risk before recommending a course of action. It shall be discussed thoroughly with the VP Social and VP Internal before proceeding. In the event of high risk complaints, they shall inform the Dean of Students Office.