



Governing Procedure 8002 – University Orientation

Approved By: Students' Administrative Council

Effective Date: July 26th, 2022

Last Reviewed:

Revised: August 24th, 2022

Administered By: President & CEO

1 – PREAMBLE

University Orientation is a partnership between the Mount Allison Students' Union (hereinafter "MASU") and the Department of Student Life of Mount Allison University (hereinafter "Student Life"). As such, the operations of University Orientation and the Orientation Chair shall be jointly overseen by the MASU and Student Life. This Governing Procedure (hereinafter "GP") outlines the MASU's involvement in Orientation.

2 – ROLES AND RESPONSIBILITIES

2.1 Role of the Orientation Chair: The Orientation Chair oversees the planning, preparation, and execution of Orientation. Furthermore, they shall;

2.1.1 Report to the President & CEO of the MASU and the Mount Allison University Director of Student Life and International Affairs, and;

2.1.2 Be the Chairperson of the Orientation Committee.

2.2 Role of the President & CEO: The President & CEO shall work with the Orientation Chair and Student Life to support the planning and delivery of University Orientation.

2.3 Role of the Executive Officers: The above clause notwithstanding, Executive Officers shall support the Orientation Chair as necessary in the preparation and execution of University Orientation.

2.4 Approval of the Orientation Budget: The Orientation Budget shall be developed by the Orientation Chair in collaboration with the Vice President, Finance and Governance and the General Manager.

2.5 Appropriate Conduct during University Orientation: All MASU Members involved in University Orientation are representatives of the MASU and Mount Allison University and should conduct themselves as such. Furthermore;

2.5.1 The Orientation Chair, all Orientation Committee Members, and all Orientation Crew Members, shall sign an appropriate conduct contract administered by Student Life, and;

2.5.2 If any individual bound by an appropriate conduct contract behaves inappropriately during Orientation, they may be asked to stop participating in Orientation at the discretion of the Orientation Chair, the President & CEO, and Student Life.

3 – ORIENTATION COMMITTEE

3.1 Appointment to Orientation Committee: The MASU shall advertise, through relevant forms of media, an application form so that Members may apply to be members of Orientation Committee. The form shall be created on a secure platform (i.e., Microsoft Forms) and shall request any non-sensitive information that the Orientation Chair feels is relevant to the selection process. Furthermore;

3.1.1 The selection panel that reviews, interviews, and appoints the Orientation Committee shall be composed of:

- a) The MASU President-elect;
- b) The University Director of Student Life and International Affairs;
- c) The incoming Orientation Chair;
- d) The outgoing Orientation Chair;

3.1.2 The selection panel shall appoint between twenty-five (25) and thirty (30) Members to the Orientation Committee at the discretion of the incoming Orientation Chair, or a different number upon the consensus of the panel.

3.2 Meetings of Orientation Committee: Orientation Committee shall meet no less than two (2) times before the end of July. The date and duration of committee meetings shall be determined by the Orientation Chair.

3.3 Subcommittees of Orientation Committee: There shall be five (5) Subcommittees of Orientation Committee that shall help conduct the work of the committee. Committee Members shall be appointed to one (1) subcommittee before June 1st, and the Orientation Chair shall appoint one (1) Chairperson in each. No subcommittee shall have less than three (3) or more than ten (10) Committee members. The Subcommittees shall be;

- 3.3.1 The **Entertainment Subcommittee**, which shall be responsible for planning large-scale entertainment, including booking and planning out acts;
- 3.3.2 The **Health and Wellness Subcommittee**, which shall be responsible for organizing events and initiatives that promote health and wellness (both physical and mental) to participants of University Orientation;
- 3.3.3 The **Spirit Subcommittee**, which shall be responsible for planning ice-breakers and events that instill school spirit in participants of University Orientation;
- 3.3.4 The **Education & Programming Subcommittee**, which shall be responsible for planning and upholding educational components of Orientation including but not limited to Learning Day, I-EDI trainings, Alcohol Education, Sexual Health and Consent Education, and Cross-Cultural Competency training, and;
- 3.3.5 The **Logistics Subcommittee**, which shall be responsible for coordinating the logistical aspects of University Orientation, including but not limited to the movement of its participants and transitions its between events.

4 – ORIENTATION CREW

4.1 Appointment to Orientation Crew: The MASU shall advertise, through relevant forms of media, an application form so that Members may apply to be members of Orientation Crew (hereinafter “Crew”). The Orientation Chair shall review applications and appoint Crew Members at their sole discretion. Furthermore;

- 4.1.1 No more than one (1) crew member per six (6) incoming students and no less than one (1) crew member per twelve (12) incoming students may be appointed;
- 4.1.2 The Orientation Chair may choose to establish a panel of Committee Members, chosen at their discretion, to assist in the appointment of Crew Members, and;
- 4.1.3 The appointment of Crew Members shall be completed by April 30th.

4.2 Authority of Crew Members: Crew Members shall report directly to the Orientation Chair and shall not act on behalf of the Orientation team in any capacity without direct instruction from the Orientation Chair.

4.3 Crew Member Participation in Subcommittees: The Orientation Chair may appoint Crew Members onto Subcommittees of Orientation Committee. No Crew Member shall have a seat on Orientation Committee. Crew Members may resign from Subcommittees at their own will.