

Arts and Science Undergraduate Society of Queen's University

ASUS Orientation Policy Manual



Responsibility:	Governance Officer
Approved by:	Assembly
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PART 1: ORIENTATION

SECTION 1 | ASUS ORIENTATION COMMITTEE

1.01.01

The aim of this committee is to introduce students to the academic, cultural and social aspects of university and Kingston life in an appropriate balance.

1.01.02

The Orientation Committee Executive shall consist of the Head Gael and four (4) Orientation Chairs. The four chairs shall consist of the following:

- i) Academics and Campus Support Chair
- ii) Community Awareness Respect and Engagement (C.A.R.E.) Chair
- iii) Operations Chair
- iv) Socio-Cultural Chair

1.01.03

The new Orientation Committee Chairs are to be selected before the end of the tenth week of classes.

A selection committee shall select the four Chairs. The members of the selection committee shall be:

- i) The new Head Gael;
- ii) The ASUS President
- iii) The ASUS Vice President
- iv) Two (2) members of ASUS Assembly

Further stipulations include:

- i) No previous Head Gael, Orientation Chair, or Orientation Coordinator may sit on the selection committee as the member of ASUS Assembly or member at large;

- a) The two members of Assembly or member at large must not be applying for Gael or Orientation Coordinator for the upcoming year.
- ii) Only members of the Selection Committee shall view application forms of applicants for the position of Orientation Chairs;
- iii) Only members of the Selection Committee shall be present for the deliberation and voting processes;
- iv) The Orientation Chairs must be in good academic standing in the Faculty of Arts and Science.

1.01.04

The Orientation Chairs shall present to ASUS Council the scheduling and programming of the academic, cultural, fundraising, and social activities associated with the Orientation programme. These recommendations will be made in a formal presentation no later than the fourth week in February.

1.01.05

Subject to the approval of the appropriate bodies, the Orientation Chairs shall also arrange and carry out the Orientation programme for the entering class and to report to ASUS Assembly and to the Faculty Board of the Faculty of Arts and Science.

1.01.06

Individual responsibilities of the Orientation Chairs shall include:

- i) The Academics and Campus Support Chair
 - a) Acting as a committee member
 - b) Ensuring smoothly operated academic events
 - c) Working in conjunction with the Faculty Office and the Academic Orientation Committee to plan all of the academic events for the week
 - d) Sitting on the Academic Orientation Committee
 - e) Holding one (1) office hour per week
 - f) Working full time (35 hours per week) for four weeks in August and the first two weeks of September in order to ensure the smooth operation of Orientation.
- ii) The C.A.R.E Chair
 - a) Acting as a committee member
 - b) Organizing the Orientation Week Sidewalk Sale

- c) Supervising and coordinating events relating to The ASUS Orientation Fundraising Project on campus and in the greater Kingston community
- d) Organizing fundraising initiatives and campaigns for The ASUS Orientation Fundraising Project throughout the year
- e) Holding one (1) office hour per week.
- f) Working full time (35 hours per week) for four weeks in August and the first two weeks of September in order to ensure the smooth operation of Orientation.

iii) The Operations Chair

- a) Acting as a committee member
- b) Supervising all purchases:
 - 1) All purchases shall be done by a committee member with the permission of the Operations Chair;
 - 2) The coordinators that require purchases shall submit lists of the supplies required to their chair;
 - 3) A complete list of all supplies needed shall be compiled by the middle of August. This allows the committee to bulk buy and save funds;
 - 4) The Operations Chair shall then price out all the items to make sure that the committee is still on budget;
 - 5) All purchases shall be bought on account and if possible these accounts shall be made payable after Orientation week;
 - 6) Wherever possible, cash should not be given out to purchase goods. A reimbursement policy should be enforced;
 - 7) No goods purchased without the approval of the Operations Chair shall be reimbursed.
 - 8) Ensuring smooth logistics for the week (i.e. room bookings, communications, transportation, etc.)
- c) Holding one (1) hours per week.
- d) Working full time (35 hours per week) for four weeks in August and the first two weeks of September in order to ensure the smooth operation of Orientation.

iv) The Socio-Cultural

- a) Acting as a committee member
- b) Organizing and facilitate events which promote interaction between incoming students, Queen's University, and the city of Kingston.
- c) Organizing all socio-cultural events
- d) Providing the Orientation Committee with regular event reports

- e) Trying to plan a wide range of events that meet the diverse needs of all members of the incoming class
- f) Holding one (1) hours per week.
- g) Working full time (35 hours per week) for four weeks in August and the first two weeks of September in order to ensure the smooth operation of Orientation.

1.01.07

v) Members of the Orientation Committee and Orientation Leaders shall sign and abide by the Volunteer Agreement provided by the Orientation Round Table. This Agreement supersedes ASUS policy.

Committee guidelines shall include:

- i) Committee Members must be in good academic standing in the Faculty of Arts and Science.
- ii) The Orientation Committee shall be chosen by the Head Gael and Chairs by the last weekend of November, in accordance with ASUS Hiring Policy
- iii) The Orientation Committee shall be organized in the following five (5) subcommittees, each led by the respective Orientation Committee Chair:
 - a) Academics and Campus Support
 - b) C.A.R.E (Community, Awareness, Respect, and Engagement)
 - c) Head Gael;
 - d) Operations;
 - e) Socio-Cultural.
- iv) Committee members shall be assigned to a subcommittee at the discretion of the Head Gael and Orientation Chairs.

1.01.08

The rules and responsibilities surrounding Orientation Leaders (Gaels) shall be as follows:

- i) Gaels must be in good academic standing in the Faculty of Arts and Science.
- ii) Gaels must attend all mandatory training or will be required to resign as orientation leaders at the discretion of the Head Gael
- iii) The Head Gael is responsible for ensuring that the above policies are widely known and adhered to in consultation with Residence Life, the Residence Society, and the

Faculty of Arts and Science (the Associate Dean of Studies and the Orientation Coordinator).

- iv) The number of Gaels hired by the Orientation Committee shall be at the discretion of the Head Gael, dependent on enrolment data as provided by the University Registrar and the Faculty of Arts and Science.

1.01.09

Members of the Arts and Sciences Support in Student Transition (ASSIST) team must be in good academic standing in the Faculty of Arts and Science.

1.01.10

Volunteers must attend all mandatory training as determined by the Head Gael

1.01.11

Volunteers will assist in the organization of selection Orientation Events at the discretion of the Head Gael. Responsibilities include but are not limited to:
limited to:

- i) Creating and maintaining a positive, respectful and inclusive environment for the participants of the event.
- ii) Acting responsibly and attentive at all activities they may be supervising, ensuring to report and respond to injuries immediately.
- iii) Ensuring participant safety to the best of their ability.
- iv) Assisting in the set-up and take-down of activities, as needed.

1.01.12

The Head Gael, along with the Orientation Committee chairs (representing the Orientation Committee members) shall present a detailed budget to Assembly as per Section 3 subsection III (Operations Chair responsibilities) of the ASUS Policy Manual. Assembly should ensure that the budget is complete, accurate, and consistent taking into account both expected revenue and anticipated participation.

1.01.13

The Orientation Registration fee should be maintained at as low a level as possible in order to lessen the financial burden on incoming students.

1.01.14

Head Gael and all four Chairs are responsible for preparing a transition manual in accordance with ASUS transition policy. For ease of transition and to ensure accountability, this report shall be split into two sections:

- i) Transition Report 1 (Academic Year): this shall be submitted by May 1 to the ASUS Human Resources Officer and ASUS President.
- ii) Transition Report 2 (Summer, Orientation Week & Wrap-Up): this shall be submitted by January 1 to the ASUS Human Resources Officer and ASUS President.

1.01.15

Upon being hired, each newly selected member of the Orientation Committee should immediately meet with the previous Chair to discuss her/his transition report, the position itself, and the events of the previous year.

1.01.16

In order to keep track of the activities of the committee centralized files shall be kept by the ASUS President and ASUS Human Resources Officer to allow for easy reference and for a complete history of Orientation to be available for future Committees.

SECTION 2 | HEAD GAEL

1.02.01

The Head Gael is responsible to the President of the Society. The President shall be briefed on the ongoing of meetings.

1.02.02

The selection of the Head Gael shall follow these rules:

- i) The Head Gael is to be selected before the sixth week of classes;
- ii) A selection committee shall select the Head Gael. The members of the selection committee shall be:
 - a) The ASUS President;
 - b) The ASUS Vice-President
 - c) One (1) members of ASUS Assembly
 - d) The Chair of the Advisory Board
- iii) No previous Head Gael, Orientation Chair, or Orientation Coordinator may sit on the selection committee as the member(s) of ASUS Assembly or member at large.

- iv) Only members of the Selection Committee shall view application forms of applicants for the position of Head Gael.
- v) Only members of the Selection Committee shall be present for the deliberation and voting processes.
- vi) The Head Gael must be an in good academic standing in the Faculty of Arts and Science.
- vii) The Head Gael must be entering at least their third academic year in the September of Orientation for which the person is the Head Gael as per the Senate Guidelines set down by the Senate Activities Orientation Review Board (S.O.A.R.B.) in the Jackson Report (1991).

1.02.03

The responsibilities of the Head Gael shall be:

- i) To sit as a voting member on the selection committee of the Orientation Committee
- ii) To chair all Orientation Committee meetings
- iii) To be the leader and spokesperson for the Orientation Committee
- iv) To act as a liaison between the Orientation Committee and other persons or organizations namely: the administration, the AMS, the ASUS President, S.O.A.R.B., other faculty societies, the orientation leaders (Gaels), the media, and the city of Kingston.
- v) To sit on the AMS Orientation Roundtable.
- vi) To ensure the smooth running of Orientation Week.
- vii) To personally supervise and co-ordinate the activity at the Nerve Center.
- viii) To assist the Orientation Committee with all Orientation Week events.
- ix) To hold regular office hours at the ASUS Offices throughout the academic year.
- x) To have transitioned with all of the members of the previous Orientation Committee before taking part in the selection of the Orientation Committee.

- xi) To occupy the Orientation Summer Position as outlined in 3 of the ASUS Policy Manual.
- xii) To prepare a year end report on Orientation week, with help from and on behalf of the entire committee. This report should contain a summary of both the positive and negative aspects of the week including a preliminary financial report and feedback obtained from other relevant campus organizations. This report shall be brought to ASUS Assembly for receipt and then, pending receipt, be forwarded to relevant campus groups (including but not limited to S.O.A.R.B. and the Faculty Office).
- xiii) To be directly responsible to the Vice President for the processing and filing all cheque requisitions for the ASUS Orientation Committee. There is a reference to this section in section o, of section 3 of this Policy.
- xiv) Preparing and executing a budget which abides by the following guidelines:
 - a) it should be based on the previous year's budget;
 - b) Money remaining after Orientation Week should be allocated 75%-25% to the incoming Orientation Committee. Such allocations will only be put into effect if there is at least \$5,000 for the incoming Orientation Committee
 - c) it should plan for zero profit with a 3% contingency and should be presented to ASUS Assembly in the second Assembly of March preceding the Orientation week in question. Included in the budget should be a line item of \$350 to cover office expenses incurred over the summer (i.e. phones and office space, etc.);
 - d) some costs will not be known, especially if a new event is planned. An accurate estimation of this event must be included in the budget;
 - e) the final budget must be an accurate account of all revenues and expenditures and must be presented to ASUS Assembly by no later than the last Assembly in the February following the Orientation week in question.
 - f) The Vice-President is to be presented a copy of the OC budget to keep at the office
- xv) Being a co-signer of the cheques with the Vice-President of ASUS
- xvi) To hold five (2-5) office hours per week.

A weekly written report must be submitted to the Executive throughout the course of the summer. These reports are intended to keep the individual filling this position accountable to ASUS Assembly.

SECTION 3 | REMUNERATION

1.03.01

The Head Gael will be paid for 16 weeks (4 months) during the summer, at \$17.25 per hour and 35 hours per week. This pay shall be considered a line item in the ASUS Orientation Operating Budget.

1.03.02

Pay for six weeks starting the first week of August until the second week of September will be allocated to each of the Academics and Campus Support Chair, Community, Awareness, Respect, and Engagement Chair, Operations Chair, and the Socio-Cultural Chair, at \$17.00 per hour and 30 hours per week. This pay shall be considered a line item in the ASUS Orientation Operating Budget.

1.03.03

An honorarium of \$1,000 will be awarded to each of the Head Gael, Academics and Campus Support Chair, Community, Awareness, Respect, and Engagement Chair, Operations Chair, and the Socio-Cultural Chair. The honorarium will be paid out in two installments of \$500 each, one at the conclusion of the Fall Semester they are hired, and one the following Fall Semester after the completion of a transition manual to their respective successor. These honoraria shall be considered a line item in the ASUS Orientation Operating Budget.

1.03.04

An honorarium of \$125 will be award to each of the Orientation Coordinators (40) and will be paid out in one installment at the conclusion of the Orientation period.

1.03.05

The Head Gael shall receive a \$100 food credit at the conclusion of Orientation Week. Each of the Academics and Campus Support Chair, Community, Awareness, Respect, and Engagement Chair, Operations Chair, and the Socio-Cultural Chair, shall receive a \$50 food credit. Each of the Orientation Coordinators (40) shall receive a \$25 food credit. These food credits shall be included as a line item in the ASUS Orientation Operating budget, and distributed as a cheque voucher from the ASUS Orientation Account at the conclusion of Orientation Week.

SECTION 4 | ARTSCI ORIENTATION FEE

1.04.01

The ArtSci Orientation Fee funds Arts & Science Orientation Programming, including ASUS Orientation, PHEKSA Orientation, COMPSA Orientation, and CESA Orientation.

1.04.02

The ArtSci Orientation Fee is a mandatory \$2.75 fee paid by all ArtSci students and funds ASUS Orientation Head Gael and Orientation Chair compensation, ASUS Orientation Honoraria, ASUS Orientation Food Credits, ASUS Orientation Expense Support, and ASUS Sibling Society Orientation Support (PHEKSA, COMPSA, and CESA).

1.04.03

The breakdown of the \$2.75 fee per ArtSci student is as follows and should be distributed accordingly:

- i) ASUS Head Gael Compensation: \$0.71
- ii) ASUS Orientation Chairs Compensation: \$0.89
- iii) ASUS Orientation Honoraria: \$0.38
- iv) ASUS Orientation Food Credits: \$0.21
- v) ASUS Orientation Expense Support: \$0.06
- vi) ASUS Sibling Society Orientation Expense Support: \$0.50

1.04.04

The portion of the ArtSci Orientation Fee that is collected for Sibling Society Orientation Expense Support should be distributed as follows:

- i) Computing Student's Association (COMPSA) – 30%
- ii) Physical Health & Kinesiology Student Association (PHEKSA) – 30%
- iii) Concurrent Education Student's Association (CESA) – 40%