



Updated: April 1st, 2022

## **Bylaw 6: Orientation**

L'Association Étudiante du Collège Glendon  
Glendon College Student Union

*L'association Étudiante Collège Glendon | Glendon College Student Union*

**LOCAL 93 - CANADIAN FEDERATION OF STUDENTS**

2275 BAYVIEW AVE, NORTH YORK, ON M4N 3M6 | AECGCSU.COM | 416.736.2100 EX. 88230

**Bylaw 6: Orientation**



**Updated: April 1st, 2022**

## **1. Orientation Chairperson Hiring Committee**

- I. The Orientation Chairperson Hiring Committee shall be composed of the outgoing President, incoming President, the outgoing Orientation Chairpersons, and if deemed necessary by the other committee members, an additional member of the Executive to be decided at the discretion of the Executive Council;
- II. The purpose of the Orientation Chairperson Hiring Committee shall be to hire the Orientation Chairpersons;
- III. The Orientation Chairpersons shall be hired by the Committee no later than April 30th except in extenuating circumstances.

## **2. Orientation Committee**

- I. The Orientation Committee shall be composed of the Orientation Chairpersons (who shall chair the meeting), the President, the Chief Financial Officer, and the Vice President Communications;
- II. During the summer session, there shall be a minimum of one meeting every month;
- III. If a member of the Committee cannot fulfill their duties, a different Council member may fill their position by a two-thirds majority vote.

*L'association Étudiante Collège Glendon | Glendon College Student Union*

**LOCAL 93 - CANADIAN FEDERATION OF STUDENTS**

2275 BAYVIEW AVE, NORTH YORK, ON M4N 3M6 | AECGCSU.COM | 416.736.2100 EX. 88230

**Bylaw 6: Orientation**



**Updated: April 1st, 2022**

**3. The duties of the Orientation Chairpersons throughout the Summer term are as follows:**

- I. To be available on a weekly basis during the Session session;
- II. To be available to be contacted by people, offices, or organizations associated with orientation on a regular basis during the Summer term;
- III. To ensure that all activities during Glendon Orientation Week and attended by at least one of the Orientation Chairpersons, the President or a Council member pre-authorized by the Orientation Chairpersons and the President a week before the start of Orientation Week;
- IV. To be available on a daily basis during Glendon Orientation Week and two weeks prior to Orientation;
- V. To attend all meetings of the Council held during the Summer sessions, and present an update at each meeting outlining the progress of the planning of Orientation;
- VI. To work closely, on a regular basis throughout Summer sessions, with the President and the Chief Financial Officer, regarding all monetary transactions pertaining to Orientation, and to keep an accurate record of expenses;
- VII. To be responsible for formulating, with the guidance of the President and the Chief Financial Officer, a budget for Glendon Orientation Week. The Orientation Chairpersons shall become familiar with the method by which bills, advances, and reimbursements are processed;
- VIII. To work with relevant bodies on campus, in preparation for mandatory training for all Council Members and Orientation Leaders regarding issues including, but not limited to, inclusion, alcohol awareness, safe sex, and spirit-raising;

*L'association Étudiante Collège Glendon | Glendon College Student Union*

**LOCAL 93 - CANADIAN FEDERATION OF STUDENTS**

2275 BAYVIEW AVE, NORTH YORK, ON M4N 3M6 | AECGCSU.COM | 416.736.2100 EX. 88230

**Bylaw 6: Orientation**



**Updated: April 1st, 2022**

- IX. To coordinate with the Office of Student Affairs regarding the planning of the Orientation;
- X. To attend all meetings of the York Orientation Directors` Association (Y.O.D.A.) or any other such body that is created to govern and oversee Orientation on a University-wide basis;
- XI. To attend all meetings of the Orientation Committee during the Summer Session;
- XII. To be in weekly contact during the summer session with the appropriate University administration personnel and all Orientation Chairpersons from all other colleges and faculties at York;
- XIII. To ensure all First Year incoming students are familiar with the York University Glendon campus and the downtown Toronto core;
- XIV. To prepare a kit for First-Year Glendon Students, the contents of which shall help promote the social and academic way of life at Glendon College;
- XV. To select, Glendon affiliated students as Orientation Leaders;
- XVI. To sufficiently prepare all Council Members and selected Orientation Leaders for the events of Orientation Week;
- XVII. To devise, with the approval of the Council, a method (whether by clothing item or otherwise) of easily distinguishing Glendon First Year students from all other York First Year students;
- XVIII. To delegate authority to the other members of the Orientation Committee and members of the Council in order to ensure the successful completion of Orientation Week activities;

*L'association Étudiante Collège Glendon | Glendon College Student Union*

**LOCAL 93 - CANADIAN FEDERATION OF STUDENTS**

2275 BAYVIEW AVE, NORTH YORK, ON M4N 3M6 | AECGCSU.COM | 416.736.2100 EX. 88230

**Bylaw 6: Orientation**



**Updated: April 1st, 2022**

- XIX. To keep an accurate and up to date contact list of all other people, businesses, organizations, or equivalent who are associated with Orientation, and to provide this list for the next Orientation Chairpersons;
- XX. To train all Orientation Leaders in addition to OTL;
- XXI. To ensure that there are bilingual activities, information, and cheers during Orientation Week;
- XXII. To promote bilingualism in all Orientation Week endeavors;
- XXIII. To prepare a transition binder that includes a concise list of recommendations for the next Orientation Chairpersons;
- XXIV. To oversee and have full creative control over all promotional material related to Orientation Week.

**4. The duties of the Orientation Chairpersons throughout the Fall and Winter terms are as follows:**

- I. To work closely on a regular basis through the Fall and Winter terms with the First Year Representatives to plan events, initiatives and programming geared towards first-year students and institutional pride;
- II. To chair the First Year Experience Committee;
- III. To prepare and execute a week of activities dubbed 'Frost Week' at the start of the Winter term, along with two other events geared to first year students, in coordination with the First Year Representatives ;

*L'association Étudiante Collège Glendon | Glendon College Student Union*

**LOCAL 93 - CANADIAN FEDERATION OF STUDENTS**

2275 BAYVIEW AVE, NORTH YORK, ON M4N 3M6 | AECGCSU.COM | 416.736.2100 EX. 88230

**Bylaw 6: Orientation**



**Updated: April 1st, 2022**

- IV. To promote and advertise events targeted to First Year students on any made-available First Year social media group created by York administration;
- V. To devise, with the approval of the Council, apparel, and accessories for the student body that is GCSU exclusive merchandise, to promote institutional pride;
- VI. To be responsible for formulating, with the guidance of the President and the Chief Financial Officer, a budget for the academic year;
- VII. The Orientation Chairpersons shall be familiar with the method by which bills, advances, and reimbursements are processed;
- VIII. The Orientation Chairpersons will each be responsible for three office hours a week.

## **5. Reports**

- I. The Orientation Chairpersons are to collectively prepare a written report summarizing Frosh Week to be presented to the Council no later than the end of October.
- II. The report of the Orientation Chairpersons is to include the preparation for Orientation Week, the proceedings of orientation week, and recommendations.
- III. To prepare a transition binder that includes a concise list of recommendations for the next Orientation Chairpersons. The transition binder must include the following:
  - i. Recommended step-by-step hiring process

*L'association Étudiante Collège Glendon | Glendon College Student Union*

**LOCAL 93 - CANADIAN FEDERATION OF STUDENTS**

2275 BAYVIEW AVE, NORTH YORK, ON M4N 3M6 | AECGCSU.COM | 416.736.2100 EX. 88230

## **Bylaw 6: Orientation**



**Updated: April 1st, 2022**

- ii. List of vendors, including their contact information and a brief description of the services they provide
- iii. List of campus resources and the services they provide
- iv. Template of the most frequently used forms
- v. Suggested timeline for Frosh Week operations
- vi. All passwords and usernames pertaining to Frosh Week or the role of the Orientation Chairs
- vii. A “to be prepared list” of items that are common to forget
- viii. What you will need (personal) to survive the week
- ix. A detailed explanation of finances
- x. How to make reimbursement forms easy
- xi. How to survive YODA & OSA
- xii. How to fast track apparel (i.e. sizes)
- xiii. Working with bus companies
- xiv. Media Plan (suggested timeline and ideas)
- xv. Team Dynamic, working with your President and your First’s/Second’s
- xvi. Training
- xvii. Suggestions
- xviii. Speaking Points

*L'association Étudiante Collège Glendon | Glendon College Student Union*

**LOCAL 93 - CANADIAN FEDERATION OF STUDENTS**

2275 BAYVIEW AVE, NORTH YORK, ON M4N 3M6 | AECGCSU.COM | 416.736.2100 EX. 88230

**Bylaw 6: Orientation**



**Updated: April 1st, 2022**

## **6. Orientation Chairperson Timeline**

- I. The majority of Orientation Leaders, or O-Leads, must be hired no later than the last day of May; with the final list of Orientation Leaders ready for the last day of June.
- II. A tentative event schedule and preliminary budget must be completed and presented to the Council by no later than the last day of May.
- III. The Orientation Week schedule, website and communication strategy must be complete by the last day of June.
- IV. All swag must be finalized and ordered by the 15th of July.
- V. Supplies, decorations, snacks, and water must be purchased no later than one week before orientation.

## **7. Summer Eligibility**

- I. The Orientation Chairperson positions of the GCSU must be a member of the GCSU.

*L'association Étudiante Collège Glendon | Glendon College Student Union*

**LOCAL 93 - CANADIAN FEDERATION OF STUDENTS**

2275 BAYVIEW AVE, NORTH YORK, ON M4N 3M6 | AECGCSU.COM | 416.736.2100 EX. 88230

**Bylaw 6: Orientation**