



Spring 2016

ASCMC Handbook



Campus Improvements Committee

ASSOCIATED STUDENTS OF CLAREMONT MCKENNA COLLEGE

This is the official ASCMC Handbook. In conjunction with the Constitution this should serve as the key document that informs the functioning of ASCMC. This document will be updated annually by the Campus Improvements Committee to ensure that it is up to date.

All new officers should take the time to familiarise themselves with the contents of this handbook, to ensure that they have an understanding of the overall structure and functioning of ASCMC. Any questions should be directed to the President Pro-Tempore.

For further information on the functioning of specific committees, see the relevant sections under the Chair of each committee.

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President

The President is the Chair of the ASCMC Executive Board (Board of Directors) and the organization's Chief Executive Officer. First and foremost, the President is the face and voice of the entire student body. The duties of the President include communicating with the faculty and administration, leading ASCMC Board meetings, speaking at formal institutional events, escalating student concerns, and managing the day to day operations of the corporation. The President should also be knowledgeable of the organization and leadership of CMC and ASCMC.

a. Responsibilities

- Speak at institutional events including but not limited to Convocation, CMC Impact Weekend, the Trustee Retreat, and special events
- Communicate and meet with the College President
- Communicate and meet with the 5C Student Body Presidents
- Communicate and meet with College Administrators
- Set the agenda for weekly Board meetings
- Post the agenda for weekly Board meetings
- Facilitate Board meetings
- Respond to student communications
- Manage Board operations, projects, and officers
- Organize the annual ASCMC retreat
- Represent ASCMC and the student body to external stakeholders
- Chair the Budget Committee
- Serve on the following committees:
 - Elections Committee
 - 5C Student Body President's Council
 - Student Affairs Trustee Committee
 - Finance Trustee Committee
 - Athenaeum Advisory Committee

b. Speeches

The ASCMC President is expected to speak at institutional events including but not limited to Convocation, CMC Impact Weekend, the Trustee Retreat, and special events. The President will usually be notified in advance of the speech by college administrators. Topics and themes for the speech are typically self-determined unless otherwise specified. On average, a five-minute speech consists of 800 words. The ASCMC President is invited to the Trustee Retreat in Ojai (at the start of Spring Break each year) during their incoming and outgoing transition. The President is expected to address the trustees during the business meeting of the retreat in the outgoing transition.

c. Communicate and meet with the College President

The President should meet at least biweekly with the President of Claremont McKenna College to communicate student needs, provide student updates, and coordinate strategic student affairs projects and initiatives. Board officers can be invited to these meetings based on relevant subject matters. Meetings can be scheduled through Cheryl Aguilar, the Secretary to the College President at cheryl.aguilar@claremontmckenna.edu.

d. Communicate and Meet with 5C Student Body Presidents

The Student Body Presidents of each college in the Claremont Consortium meet in order to discuss 5C campus organizations and 5C social events, to share information, to collaborate on best practices, to establish consistent policies concerning all parties, and to effectively lobby consortium resources. In the 2015-16 academic year, the Presidents organized bi-weekly dinners based on different Consortium-wide topics such as mental wellness and diversity and inclusion. The Presidents rotate hosting responsibilities for each meeting and the host President should reserve a space at their respective dining hall. The ASCMC President usually reserves the Fish Bowl Room in Collins Dining Hall by communicating with the dining hall management.

e. Communicate and Meet with College Administrators

The President meets consistently with college administrators from all departments. The President works most closely with the Dean of Students and the Associate Dean of Students and Director of Student Activities. Meetings should be scheduled regularly as to provide mutual updates on student affairs. The formal advisor to ASCMC is the Associate Dean of Students and Director of Student Activities (Devon MacIver, devon.maciver@cmc.edu).

f. Agenda

The President is responsible for setting the agenda of ASCMC Board meetings. In this capacity, the President sends a weekly email to the Board soliciting agenda items. Ultimately, the President sets the agenda based on organizational priorities. Each item should be assigned a time slot and appropriated a certain amount of time for its business. Generally, the agenda should include a welcome and approval of minutes, introduction of guests, board updates, event debriefs, and an open forum session. Students at large may also request an audience with the Executive Board that should be translated into an agenda item at the discretion of the President. Agenda items for closed minutes may also be necessary depending on the subject matter and sensitivity of certain topics such as pending contracts and negotiations or a need to protect confidentiality of an individual or group. The agenda should be emailed in advance of the meeting, so that students are notified in a timely manner and given the opportunity to attend.

g. Respond to student communications

The President receives a large volume of emails and messages from students about a wide variety of topics concerning student affairs. The general rule of thumb to manage these communications is to redirect messages based on subject matter and the jurisdiction of other board members. The ASCMC President should connect students to relevant Board officers who can best answer their questions (e.g. dorm questions are forwarded to the DAC). Requests to meet are also quite frequent, and the President should make time accordingly.

h. Manage Board operations, projects, and officers

As the Chief Executive Officer of the corporation, the President is responsible for the management of Board operations, projects, and officers. The President should communicate frequently with officers to gauge respective state of affairs and project statuses. The President should hold officers accountable to their job functions and service functions for the student body.

i. ASCMC Retreat

The President collaborates with the Executive Secretary to plan the annual ASCMC retreat to orient the incoming Board. Their responsibilities specifically include finding a location, organizing transport, and setting an agenda for the retreat. The retreat is a great opportunity for Board officers to meet and set expectations.

j. Represent ASCMC and student body to external stakeholders

The President will be expected to represent ASCMC and the student body to external stakeholders such as the National Campus Leadership Council. The President (incoming and outgoing) is expected to attend the annual Presidential Leadership Summit at the White House that takes place every summer. The Development Fund covers the expenses of this conference. This experience allows the President to network with other Student Body Presidents and discuss pressing issues in higher education. The President should focus on establishing and maintaining communication with Presidents from universities nationwide, especially those located on the West Coast. The networking capacity allows the President to access best practices and policies that can be implemented within ASCMC. In past years, connections with the NCLC have led to opportunities like the It's On Us campaign to stop sexual assault on college campuses. Finally, it is crucial for the outgoing student body president to facilitate an introduction of the incoming president with the Executive Director of NCLC.

II. Executive Vice President

The Executive Vice President is one of the most influential members of the ASCMC Executive Board, and ASCMC as a whole. Your job has jurisdiction over many facets of CMC life. This job is amongst the most serious and time consuming jobs offered by CMC because you are the “second in command” for ASCMC. However, do not be afraid because this guide will detail everything you need to be successful as ASCMC’s Executive Vice President.

a. Responsibilities

- Secondary head of ASCMC
- Set Senate Agenda
- Lead Senate meetings
- Communicate with ASCMC committee chairs
- Assisting with Executive Board Projects
- Being President when the President is MIA
- Acting as a Liaison between ASCMC and CMC Administration
- Send out minutes for Senate meetings
- Serves on the following committees:
 - Election committee
 - Budget committee
 - College Judiciary Board Selection Committee
 - Student Affairs Trustee Committee
 - Athenaeum Advisory Committee
- Oversees elections during senate for: Pro Temp, Student reps on budget committee, student reps on elections committee
- Appoints Students to Trustee, Faculty, and Student Committees
- Appoints Cabinet Chairs

b. Secondary head of ASCMC

As the VP you will serve as the Acting President in the absence of the President, with all of the powers and responsibilities of the President. This requires that you are informed about the general proceedings of ASCMC, in addition to the specific tasks the President is focused on.

This part has a lot more to do with preparedness and confidence than anything else. Work to stay on constant contact with the president, so you’ll be aware of any events that they might miss. Sometimes there are sudden events where you’ll be required to take charge or give a speech. No matter what, do this with confidence. You’ll do great!

c. Setting the Agenda: Senate Meetings

As VP you will lead the weekly Senate Meetings. These meetings are a place for student discussion about a broad array of topics, and are incredibly important for disseminating information to the CMC student body. Specific items to note:

Agenda: You get to set the senate agenda. It is important to give the student body time to see the agenda, so attempt to send it out at least 24 hours before the weekly meeting. This allows students time to contact you if they’d like to put something on the agenda, and

allows others the chance to review the agenda to see if they'd like to attend. Don't list items as "updates." Prior to sending out the agenda you need to:

Attach the minutes from last week to the agenda email. These are written by the Senate Secretary.

Reach out to committee chairs to ask if they'd like to put something on the agenda. Having their items on the agenda increase attendance, and facilitates discussion on various issues.

Think about putting current events on the agenda, especially ones that affect the CMC campus.

- Give executive board updates.
- Try to have time for open forum.
- Literally anything - it's up to you.
- Use slack.com as communication tool

Be confident!

d. Jurisdiction over ASCMC Senate Committee Chairs

You get to appoint Senate Committee Chairs in the Spring. The previous VP gets to choose them to keep the "momentum" going through the summer. Currently there are five Senate Committees:

- 5C
- AAA
- SE
- Tech
- CIC

You must keep in contact with them and have regular meetings to keep them accountable and creative. Utilize slack.com to stay in constant conversation with the committee chairs, and don't forget to give them time to speak at Senate Meetings if they'd like to discuss anything.

In the Fall, you'll work with these committee chairs to select members for the committees. The application process is through a google document system. When applying to these committees, a lot of people will apply to several committees. This can result in fights over which committee gets the individual. As VP, you must help settle these disputes.

e. Appointments

i. Senate Committee Chair Appointments

You get to choose the Senate Committee Chairs, and it is expected that you'll work with the President and President Pro-Tempore to appoint members in the spring. The process is currently run through a google form application, and includes an interview. You must direct and organize all applicants. When choosing appointments, look for people who are engaged, who have shown that they greatly about ASCMC. Senate is often attended by Freshmen, and the senate committee chairs are often the only source of sophomores, so choose the chairs wisely.

Although you do have the final say, it is important to loop in the President and the Pro-tempore. If you are on the fence about anyone, go to them and get their opinion.

ii. Cabinet Chairs / Trustee, Faculty, Student Committee / Other

As VP you have autonomy over who is chosen for Cabinet Chairs. You will get to nominate appointments to the Trustee, Faculty, and Student Committees to Senate. For this process, which takes place in the spring, you'll utilize the applications used every year (email Iris Liu or the previous VP). Read these applications blind, and really mull over who you want. Past Executive Vice Presidents have sometimes formed a committee to read the applications with them, mostly composed of students going abroad (since they cannot serve on these committees). For all these committees, there is a push to possibly do the appointment process in the fall. As we write, it still takes place in the Spring. If it does take place in the Fall, make sure to include Freshmen.

Also, don't include Seniors on the Housing, Food Service, and Environment Concerns Committees. These committees need people who will be around for the next four years, not four months.

f. Serves on Election and Budget Committees

i. Election Committee

You'll serve on the elections committee for the next year positions. This committee meets twice a year, and you'll serve as a voting member. The committee does all the organization for the Freshmen and for schoolwide elections for next year's elections. Don't be afraid to pose questions to the committee.

The election software used is Fluid Review. It is one document for all, and works better than Google Form. Also utilize election buddy for elections.

ii. Budget Committee

You are a voting member of the budget committee, but it is normal (actually highly suggested) to give the CFO autonomy for the budget committee. It is important to have a basic grasp of budgeting and accounting to oversee the committee. Stay in contact with the CFO in case you have any questions about the budget. You appoint the CFO as well (look to Appointments for more information).

g. Liaison

One of the most important jobs is to act as a Liaison between ASCMC, the president, and the administration. Have regular meetings with DOS. Having meetings with DOS will keep you updated on all the events on campus. There are event representatives, but it is important to stay up to date on this. 5c issues will fall to you and the president, so constant conversation with the administration and the ASCMC president will be incredibly helpful.

h. Executive Project

As a prominent member on the Executive Board, it's important to have a project during the year to work on. You should be constantly working to improve CMC. For example, Iris Liu's project is the Diversity and Inclusion Chair for CMC. This person will work to address issues of inclusion on campus. You have free reign for your project, so work on something that you feel passionate about!

III. Vice President of Student Activities

The Vice President of Student Activities is responsible for overseeing social life on campus which does not relate exclusively to dorms or clubs. More concretely, this usually means overseeing and working with the Event Commissioners to plan weekly TNCs, Saturday night parties, and other wet and dry events as appropriate.

a. Responsibilities:

- Hosts events in combination with event commissioners
- Meet with DOS
- Meet with other 5C event hosts to set master calendar
- Serve on budget and elections committee
- Budget the student activities budget
- Hand over revenue to Controller from sales
- Inventory student activities equipment

b. Works in tandem with DAC and ECs

You will work with the different hired event commissioners for ASCMC to plan events. These event commissioners are usually sophomores and above. There could be some freshmen. At the beginning of each semester, you'll need to plan out the calendar for the semester with the event commissioners. This should just be a loose plan - things change. You'll divide up the main control of the events between the different commissioners, rotating among the four. The event commissioners get to "do their own things." If they're already event commissioners, they should have some experience hosting/throwing events already. Although the event commissioners technically work for the VP of SA, it's more of a team. Now (this interview was conducted at the end of the 1st semester), the event commissioners mostly just ask about where to host the parties and how to fund them, not for logistical help or event ideas. You'll generally meet on Mondays to go over the rest of the week. This doesn't have to be a physical meeting; a group that works fine. Christine Horne said she encourages her team to set up and clean up as a group.

c. Meet with DOS

You will meet weekly with Dean Devon Maclver, Assistant Dean of Students and Director of Student Activities. The two of you will consult over future events, review past events and discuss issues, and generally plan out how to make events better, safer, and more fun. Devon consistently has personal notes and is a good working buddy. He'll often give feedback on security considerations, advice on location, and how to make events better/more fun.

d. Meet with other 5c event hosts to set a Master Calendar

The purpose of the "master calendar" is to coordinate b/w the colleges and make sure big events don't overlap. This coordination occurs at the beginning of each semester. Usually it's not a physical meeting, just a group chat, but it's up to you. It's important to communicate regularly with the other event commissioners to make sure that everything runs smoothly, concerns are communicated, etc.

e. Serve on Budget and Elections Committee

The elections committee is one of the ASCMC committees. The elections committee is responsible for choosing the event commissioners, among other things, so it's important to serve on the committee. The budget committee is one of the ASCMC committees. The budget committee sets the budget for ASCMC and divvies up all revenues to the different entities that require money from ASCMC.

f. Budget the Student Activities Budget

Using your newfound experience from participating on budget committee, make sure not to spend more money than is allotted to you by the ASCMC annual budget. It's a good idea to ask your predecessors about spending money (how much to spend, what actually costs a lot more than you think it would, etc.). Wedding party and live music tends to cost a lot. Make sure you account for that. For the weekly TNCs, don't spend more than 300 dollars. For the weekly Saturday parties, don't spend more than 500 dollars.

g. Hand over revenue to the Controller from sales

"Sales" usually refers to ticket sales for events. It's important, especially for your own budget, that all revenues are properly recorded and catalogued. It's important for the Controller to have full knowledge of all the revenue that is being collected so that the budget is balanced and in control. The Controller has access to the ASCMC Venmo account which is used for payment and can draw down that fund. However, if people pay in cash, then it's important to give the cash to the Controller.

h. Inventory Student Activities Equipment

The Executive Secretary also keeps track of ASCMC equipment, but if you use ASCMC equipment for a party, it's important to return said equipment. Christine Horne found it useful to keep the speaker cables for TNR and other parties herself so that they don't get lost. The Event Commissioners are also responsible for returning equipment.

i. Tips for Parties:

- Find your themes for parties early in the semester.
- The location for parties is really important.
- Decide whether or not the party will serve alcohol. Many do not.
- Consider how much food and water to buy.
- Music
- There is an ASCMC iPod that is rented out by the event commissioners.
- Other people, such as class presidents or dorm presidents can also use said iPod.
- If there's a DJ, make sure to reach out to the DJ to ensure that the DJ has music to use
- For bigger events where a third party will actually be providing the music (outside DJ, live music, etc.), make sure to coordinate with said third party
- It's very easy to plan TNC. It's very formulaic.
- Wedding party, pirate party, Mistletoe Rock, and Monte Carlo are very expensive
- Pirate party gets a lot of help from the college. Last year, President Chodosh and the Dean of Students office contributed money

- One good way to get funding is to partner with another college (i.e. Mistletoe Rock and Halloween were ½ funded by Scripps)
- Every school has some sort of event commissioner
- Email the other event commissioners to coordinate events
- You can also partner with clubs!

j. Important Contacts:

- Other school event commissioners:
 - Pitzer has a committee of event commissioners and a 5C liaison
 - Scripps has a 5c liaison
 - Pomona has an event commissioner
 - Mudd has a social chair

IV. President Pro Tempore

As the President Pro Tempore it is your task to ensure that the Constitution and the various operating procedures are adhered to and followed. Additionally, you serve as the Chief Ethical Officer, so it is your prerogative to monitor the operations of ASCMC and its officers and guarantee that the Constitution, and the law, are respected. Finally, you serve as the chair of the Elections Committee, and are a regular member of the Budget Committee.

a. Responsibilities

- Oversee Senate and Executive Board
- Acting Executive Vice President and Chair of the Student Senate
- Chair of Elections Committee
- Serve on the Budget Committee
- Chief Ethical Officer of ASCMC
- Ensure compliance with Constitution, Articles of Incorporation, Bylaws, and Operating Procedures
- Facilitate transition
- Write Constitutional amendments or be consulted when others are writing them

b. Oversee Senate and Executive Board

It is your responsibility to ensure that Senate and the Executive Board are following their respective operating procedures and the constitution. There are a relatively large number of requirements and guidelines built into the constitution and each bodies' operating procedures that are designed to help ensure that due process is observed and that there are checks on power, it is your job to ensure that these are actually enforced. In order to ensure that you don't miss any deadlines and follow all of the appropriate procedures, you should thoroughly read through the constitution and operating guidelines and take note of all requirements that require action. That way, as the year progresses, you can follow your notes and make sure that nothing is forgotten.

As for the operating procedures, it is important to note that while both Senate and the Board of Directors may choose to write their own operating procedures, they do not need to, and if they do they only apply for the duration of that administration. So when you take office there will be no operating procedures for either body, and it is your job to speak to the heads of both bodies and go over Robert's Rules with them. If there are any changes they would like to make to the standard operating procedures for their body, then you should work with them to draft specific operating procedures, which their respective body needs to pass by a simple majority vote.

c. Acting Executive Vice President and Chair of the Student Senate

In case of the absence of the Executive Vice President, you will serve as the acting Executive Vice President and Chair of the Student Senate. This requires that you are informed about the activities of the Student Senate and the work of the VP, so that you are prepared to step in as necessary. You may also have to serve as President in some circumstances (such as at an Exec Board meeting) if both the President and Vice President are absent.

d. Chair of Elections Committee

As the Chair of the Elections Committee it is your job to oversee elections, nominations, and the initiative process. The following positions are elected through a campus wide vote:

- President
- Executive Vice President
- Vice President of Student Affairs
- Dormitory Affairs Chair

The following positions are elected by class wide votes:

- Senior Class President
- Junior Class President
- Sophomore Class President
- Freshman Class President

The following positions are selected by the Elections Committee:

- Campus Organisations Chairs
- Chief Financial Officer
- Executive Secretary
- (4) Event Commissioners
- Director of Student Security
- Diversity and Inclusivity Chair

Finally, the Elections Committee nominates three candidates for President Pro-Tempore, after which Senate votes through a simple majority vote.

The committee is composed of yourself, the President, the Executive Vice President, the Vice President of Student Activities, the Executive Secretary and two Senators to be chosen by a vote in Senate at the start of the semester.

For all elections, nominations, and chosen positions, the Constitution specifies in great detail the correct procedure to follow. It would be inefficient to attempt to reproduce the entire process here, so make sure to familiarise yourself especially well with IV.B., which is the clause pertaining to the Elections Committee.

This is one of the most important aspects of this position, and it is absolutely critical that you maintain the highest possible standards throughout. Communicate clearly, effectively and make sure everyone understands every detail of the process. Ideally you should avoid any controversy regarding the decisions made, but if you do you need to be prepared to address any concerns. IV.B.5-6 are the critical clauses in the constitution when it comes to any possible disputes, make sure to refer to them when necessary. If the need arises, do not feel afraid to resort to clause 6, which allows you to refer the matter to Senate for a vote. Senate is the most open and accessible body of student government, so any decision made in Senate should be above criticism.

A few weeks before Spring Break, the President Pro-Tempore and the President lead a mandatory info session after an Exec Board meeting for students interested in running for

elected positions. They distribute petitions and an info sheet containing the elections rules to all the candidates. The petition-gathering period begins at the end of the meeting.

Elections Committee uses an online system called Election Buddy to run elections. It is important to get a list of current students and their email addresses from Lyn Hughes in DOS several days prior to any election, so that you can look over it and make sure it is accurate (for example, ensuring off-campus students are included). The Elections Committee generally meets after voting closes to notify candidates of the results by phone.

For appointments, Elections Committee uses FluidReview, which is available at ascmc.fluidreview.com, to review applications. They may hold interviews for some or all candidates if desired. It is important for the President Pro-Tempore to set a high ethical standard in leading these meetings, such as by making it clear that the Committee cannot consider an applicant for a position other than one she applied for, and checking members' biases. In the future, it may be helpful to replace or supplement the cover letter with written responses to position-specific questions.

e. Serve on Budget Committee

The President Pro-Tempore is a regular member of the Budget Committee, which is chaired by the President.

f. Chief Ethical Officer of ASCMC

You will serve as the Chief Ethical Officer to all branches and committees of ASCMC, and provide guidance on ethical conduct practices. In the case of a suspected ethical breach you are capable of forming a special investigatory committee to look into the alleged ethical violation. The committee will be composed of yourself and two regular voting members of ASCMC. The committee will investigate the alleged ethical breach through means such as but not limited to interviews, and the review of related documents and physical evidence. Following a thorough review of the evidence, the committee will then, by a simple majority vote, decide whether or not to escalate the matter. If it chooses to continue with the process letter, it will then pass the matter along to either the Student Senate or the Executive Board, which will by a 2/3rd majority decide the matter.

g. Ensure Compliance with the Constitution

As the President Pro-Tempore you are the key person expected to know the Constitution and all relevant procedures. Make sure that you have a strong working understanding of the Constitution on all matters, so that you can provide guidance whenever necessary. It is your job to ensure that ASCMC as a whole functions in accordance with the guidelines as stipulated in the Constitution, so it is critical that you actively go about making sure everyone is aware of what procedure they should be following at all times.

h. Facilitate Transition

Yours is the only position that is selected at the end of the Spring Semester, as opposed to right after Spring Break. This means that the responsibility to guide the new officers of ASCMC and ensure continuity falls primarily on you. Throughout your time as President Pro-Tempore you should build up an understanding of the way each position within ASCMC works, so that you can provide guidance to the new officers wherever possible.

V. Diversity and Inclusivity Chair

The Diversity and Inclusion Chair (D&I Chair) works towards creating a more supportive climate for marginalized students including by representing under-represented groups to Exec Board and the College administration and putting on programming in coordination with other groups. The D&I Chair chairs the Diversity and Inclusion Committee and receives a stipend of \$350 per semester.

Please note that this position was only recently created and as such there is not enough information to complete this section presently. It will be updated in due time once the position has crystallised further.

VII. Chief Financial Officer

The Chief Financial Officer is a very important member of the Executive Board. They are responsible for setting the financial course of ASCMC and is tasked with making sure that ASCMC follows responsible financial practices.

a. Responsibilities:

- Reimburse students for reimbursable expenses
- Participate in Executive Board meetings
- Make financial reports to club officers
- Oversee ASCMC Expenditures
- Serve as a member of ASCMC's Budget Committee
- Serve as a member of the Budget and Audit Trustee Committee
- Provide financial vision for the Board
- Fill out financial documentation like the W-9 form
- Administer the ascmcfo@cmc.edu email account

b. Reimburse students for reimbursable expenses

Clubs approved and sponsored by ASCMC are often given a budget for expenses for the entire school year. In order to spend the money budgeted to them, the clubs will spend money and submit the receipts to you for reimbursement. You may also work with event planners who have also made personal outlays that need to be reimbursed.

To reimburse students, ASCMC uses the Fluid Review tool. You should be introduced to this tool by either the current ASCMC President or the previous Chief Financial Officer. Essentially, the student who needs reimbursement will request reimbursement for a certain expense. Your job is to review the request and ensure that it is a valid request (i.e. requests need to have itemized receipts attached, requests can't be for reimbursement of alcohol costs, etc.). If it is a valid request, you can print out a check through QuickBooks and put the check in the student's on-campus mailbox. If it is not a valid request, you should use the mechanisms in Fluid Review to notify the student & offer a short explanation as to why their request was not approved. You may also want to communicate with the officer that approved the reimbursement to make sure they do not approve invalid requests in the future.

In QuickBooks, if you approve a reimbursement, you need to print a check (using the tool and paper checks provided), record the student's name, which account the money is coming from, the category of the expense, a short description, the mailbox number, and the amount in QuickBooks.

This mainly has to do with clubs that are subsidized by ASCMC. It might also pertain to event planners such as the Jr. Class President for Monte Carlo.

c. Participate in Executive Board meetings

As the Chief Financial Officer, it's very important for you to participate in Executive Board meetings, especially when matters of finance are being discussed. These meetings take place over two hours every Sunday evening.

d. Reconcile accounts w/ Controller

At the end of every month, ASCMC receives a bank statement (Wells Fargo). The Controller & CFO need to make sure the bank statement matches the internal records in the QuickBooks program. To do this, you will trace every expense and revenue recorded in the WF statement and make sure it correlates with the QuickBooks record (using check numbers). Often, issues arise when people don't cash their check immediately. This check must be tracked over multiple months.

e. Make financial reports to officers

The Chief Financial Officer should report monthly to the rest of Exec Board on the financial status of the corporation, including by preparing financial statements as needed. The CFO may also present to Senate as deemed necessary on the corporation's financial condition and vision.

f. Oversee ASCMC expenditures

Each year, the Budget Committee sets a budget for ASCMC and also budgets money for the various accounts that ASCMC oversees (i.e. clubs, parties, etc.) The CFO needs to make sure ASCMC and the different clubs stick to their budgets as established at the start of the year and don't overspend.

g. Serve on Budget Committee

As someone with significant experience with money management and a crucial member of the financial workings of ASCMC, the CFO serves on budget committee as a normal, voting member whose voice should be very helpful.

h. Provide "financial vision" for Executive Board

As discussed, you probably have significant experience with money management and financial or economic experience. Because of this, during Executive Board meetings, you should voice your opinions on financial matters. This is very important.

i. Fill out financial documentation (W-9 form)

The CFO is in charge of ensuring ASCMC's compliance with financial laws and regulations, which includes the collection of certain documents for tax purposes. Specifically, the CFO must fill out *1099 MISC* forms for each vendor/contractor paid \$600 by ASCMC in a single year and send them to the contractors and to the IRS. The CFO should collect W-9 forms, which provide taxpayer identification numbers, from all vendors that we do more than \$600 of business with, in order to fill out the 1099s. *1099 MISC* forms must be sent by January 31 of each year. See <http://bzelf.com/form-1099-misc-rules-regulations/> for more information.

j. Manage contracts

The CFO should keep on file all contracts agreed to by ASCMC. Note that all contracts must be approved by a simple majority vote of the Executive Board, and must be signed by both the President and the CFO. The Executive Board may not sign contracts lasting more than one year except with a 2/3 vote of the Senate.

k. File taxes

Although ASCMC is a non-profit and so does not pay taxes, we still have to file an informational tax return form with the IRS every year. This is called the Form 990. You can find information about how to file it online. It is due to the IRS on the 15th day of the 5th month after the end of ASCMC's taxable year. Since ASCMC's fiscal year is September-August, the previous year's taxes must be filed by January 15. If ASCMC does not file taxes three years in a row, it will automatically lose its tax-exempt status. Do not let this happen. See <http://cullinanelaw.com/nonprofit-law-basics-does-our-nonprofit-have-to-file-tax-returns-or-an-annual-reporting-return-with-the-irs/> for more details.

l. Issue reimbursement rules at the beginning of the year

The CFO generally sends out an email to the student body at the beginning of the academic year (or beginning of each semester) detailing the procedures for getting a reimbursement approved by ASCMC.

VIII. Controller

The controller is essentially a check on the Chief Financial Officer. The Controller generally handles the revenue side of ASCMC finances.

a. Duties:

- Reconciliations with the CFO
- Be Responsible for bank deposits
- Participate in Executive Board discussions
- Draw money from Venmo
- Check the CFO and Cabinet for compliance
- Serve as a non-voting, advisory member of Budget Committee
- Serve as a non-voting, advisory member of the Audit and Oversight Committee

b. Reconciliations with the CFO

The Controller works with the CFO to maintain internal financial controls and to make sure that the internal records in the QuickBooks program, recorded by the CFO, match the bank statements from the official ASCMC bank account. To do this, take the bank statement that Wells Fargo sends out every month and make sure it matches the internal accounts in ASCMC QuickBooks. All expenses are issued with numbered checks or emergency debit card payments so use the amounts and the check numbers to make sure all expenses match on both accounts. Do the same for revenues.

c. Be Responsible for Deposits

The Controller is partially responsible for collecting ASCMC revenue. That is, if ASCMC sold t-shirts and a Senator or Exec Board member collected revenue to the cash box, the Controller is responsible for getting the cash and depositing the money into the bank. To do this, take all of the money to deposit and go to the Wells Fargo in Claremont. Deposit the money.

d. Participate in Executive Board discussions

As the Controller, it's very important for you to participate in Executive Board meetings, especially when matters of finance are being discussed. These meetings take place over two hours every Sunday evening.

e. Draw money from Venmo

The CFO is responsible for transferring money from Venmo into the ASCMC bank account & ensuring that individual deposits into the Venmo account are recorded internally. This means that you must tell the CFO about deposits from Venmo into the ASCMC bank account.

f. Check CFO and Cabinet for compliance

As mentioned, you need to keep a check on the CFO through end-of-month bank reconciliations and making sure the numbers/ transactions/ checks are in order on Quickbooks. With the officers, make sure to collect money from cash sales in a timely manner.

g. Serve on Budget Committee

As someone with significant experience with money management and a crucial member of the financial workings of ASCMC, the CFO serves on budget committee as a non-voting, advisory member.

IX. Campus Organizations Chair

As the Campus Organizations (CO) Chair, you are as the point person for all clubs and organizations at CMC. The position has a lot of leeway, and you can pursue projects at your discretion. In 2015, for example, the Chair wanted to increase club storage facilities, and did so on her own. You should keep meticulous records about all clubs (such as when they were formed, size, etc.). Your job has a fair amount of autonomy.

a. Responsibilities

- Hold office hours with DOS for student body
- Send club inform email to CMC student body
- Oversee all CMC clubs and organizations
- Keep records for all clubs using Google Drive
- Host events to educate students about clubs
- Host club fair
- Handle discretionary funding requests
- Review charter applications for new clubs
- Promote club collaboration
- Decide budget for clubs
- Allocate funding for CMC and 5C clubs
- Host club fair for CMC clubs
- Administer the cmclubs@cmc.edu email address

b. Hold Office Hours with DOS

You will work with a member of DOS, which has been Kari Rood in the past, on multiple jobs. One of these is holding joint office hours for 1.5-2 hours to allow students to ask questions related to clubs (held at same time every week). You should coordinate with DOS at the beginning of the year to set up a time that works weekly for both of you. You should also keep a running tab of everything you need to get done on a weekly basis during these office hours, and generally coordinate plans with DOS.

c. Send Club Inform Email to CMC Student Body

You are responsible for passing on announcements from club leaders to the CMC student body through “Club Inform” emails. It is up to your discretion whether you want to send club inform emails on a structured periodic system (i.e., bi-weekly) or on an as-needed basis (whenever you receive announcements from club leaders). You should inform the club leaders which of these two options you select.

d. Oversee all CMC Clubs and Organizations

i. Conduct check-ins with all club and organization leaders

In order to keep the clubs and organizations in check, you must regularly check in with all of the club leaders. This includes setting mandatory meetings with every club leader at the beginning of the year, where you will work with the leader to set the club’s goals and its agenda for the whole year. You are responsible for holding clubs accountable for their goals and for their plans, especially considering the funding that is given to each club. In order to do this, you should send emails to club leaders periodically asking about topics such

as whether or not their club is meeting regularly, as well as progress on the goals that were established at the beginning of the year.

ii. Keep records for all clubs through Google Drive

You must keep tabs on all clubs very regularly through a system that primarily uses Google Drive. Every CMC club must be accounted for in Google Drive; the information for each club must include a ledger for the club's finances and any other pertinent details about the club (such as the club's agenda, as well as its initially established goals and the progress that is made towards the goals). The ledgers are especially important; you must approve all reimbursements for clubs and record each reimbursement in the appropriate club's ledger. You must then ensure that all receipts match reimbursement requests. *Reimbursements are what will take up the majority of your time.*

iii. Host Club Leader Training in Fall

You will host a leader training in the Freeburg Forum to educate club leaders on club policies. This includes information about topics such as hazing (which is not permitted) and what clubs can and can't do with their funding.

iv. Plan orientation event

You have the option of planning an event to educate new students about clubs during orientation (this happened in 2015, and was called Getting Involved at CMC). DOS supports this as a way to make new students aware of all of the opportunities on campus. In the past, the event has been ASCMC talking about ASCMC, but more recently included information about other clubs and organizations as well.

v. Host Club Fair

The Club Fair should be planned over the summer, and requires getting all CMC clubs to participate. You must tell club leaders the requirements for the Fair (i.e. making their tables look nice) and coordinate the setup of all tables on the day of the Fair. You can also choose to invite other groups on campus, such as research institutes and similar organizations. It is up to your discretion whether or not you host more than one club fair; past ideas have included a club fair in the spring or a club fair for diversity and inclusion related organizations.

e. Handle Discretionary Funding Requests

There is a Google Form link on ASCMC website where students can submit requests for funding, sourced from the discretionary fund. You are responsible for reviewing all of these requests; if the request is under \$500, you can approve or reject the request on your own, but if the request is over \$500, you will need to present the request to the Executive Board, who has the final say in approval or rejection. This funding is mainly used to form new clubs; in 2015, 12 new clubs were formed. The money can also be used for clubs who run out of funding and need additional funds. You should prioritize CMC clubs, then clubs that the Executive Board has chosen to prioritize.

f. Review Charter Applications for New Clubs

You review all charter applications for new clubs with DOS, and DOS must sign off on each application. This process can be completed during the office hours you hold with DOS. Clubs have to meet with you and DOS (Kari) before getting chartered.

g. Promote Collaboration Amongst Clubs

This is largely up to your discretion; in the past, the CO chair has tried to coordinate a social-type event for club leaders, but this did not garner a very high attendance. One tactic is for you to suggest to club leaders that they host events together (i.e., cooking club and an international club); Chair would like more collaboration to happen for the obvious reasons, as it promotes multiple clubs and allows for more prominent events.

h. Decide Budget for Clubs**i. Serve on Budget Committee**

The Budget Committee meets on Sundays, and meets at beginning of year for 2 days. It is your responsibility to advocate for what you see as a responsible level of club funding in ASCMC budget. Additionally, the meeting at the beginning of year includes the CFOs of all 5Cs and representatives from all 5C organizations, and you must decide how much funding to allocate to each 5C club. When deciding this amount, you should consider factors such as the level of CMC participation in the club and how many events the club will throw on CMC's campus. The decision is ultimately up to your own personal discretion.

ii. Allocate Funding for CMC Clubs

Anyone who intends to represent a CMC club must present about his or her club on a different weekend in the beginning of the year in front of the CFO, controller, and you. The same process of telling each club how much money they will receive is completed.

X. Dormitory Affairs Chair

CMC prides itself as a fun, inclusive community. Dorm life is especially important, as approximately 97% of students live in campus housing. The Dormitory Affairs Chair exists to keep our school as social as possible by facilitating discussion between students and between students and DOS.

a. Responsibilities:

- Serves on Resident Life Committee
- Meets weekly with Dorm Presidents
- Meets with DOS
- Facilitates Dorm Fund
- Facilitates Dorm President Elections

b. Acts as Liaison to Dorm Presidents:

Every week or two weeks (up to you), the DAC meets with the dorm presidents. The DAC disseminates information from DOS and ASCMC here, and gathers information from the Dorm Presidents. This meeting is a time for discussion on dorm event planning and student input from the Dorm Presidents. For example, recent events on campus have merited deep discussion at these meetings in regards to inclusiveness on campus. The DAC must have constant conversation with these individuals, to inform them and help them as they build a dorm community. The structure of this meeting is very much up to you - you can make it as relaxed or as structured as you'd like.

c. Serves on Res-Life Committee:

This meeting takes place every 3 weeks, and is used to discuss CMC Residence life with a Dean from DOS, the Chair of the Campus Improvements Committee, and a number of student representatives. In the past, meetings have centred around room draw, physical issues on campus, and dorm life in general. Gender-inclusive housing has also come up, and will soon be implemented throughout our campus.

d. Facilitates Dorm Fund:

A slush fund with approximately \$7500 is under your control. You are supposed to use this money for dorm events, as well as multi-dorm events. It can be used as supplemental money to the money allocated directly to dorms.

e. Meets with DOS:

The DAC Position requires a working relationship with DOS, and you are expected to meet with them often to discuss residential life at CMC. You must stay updated on DOS policies and decisions, so that you can disseminate this information to Dorm Presidents, CMC student organizations, and the general student body.

f. Facilitates Dorm President Elections / Oversees Dorm Presidents:

This job has become more automated, in an effort to attract more interest in being a dorm president. At present, the application consists of a short response and a resume. There is still a lack of interest in the position. Those who are elected as Dorm Presidents are expected to plan events to foster a good dorm community. As DAC, you will "nudge" these individuals into planning these events. In the near future there is a plan to formalize the Dorm President event planning, allowing the DAC to track all dorm events.

g. Contacts:

- Dean Vos
- DOS
- Dorm Presidents

XI. Executive Secretary

The Executive Secretary is a very important ASCMC member responsible for recording minutes for the Executive Board meetings every Sunday, Budget Committee, and Elections Committee and participating in said meetings whenever possible. They are also responsible for taking care of much of what no one else wants to do like keeping the ASCMC offices clean or setting up room reservations.

a. Duties:

- Make room reservations for board events
- Keep the inventory of all ASCMC equipment and property
- Update publicity accounts
- Maintain ASCMC offices
- Host board transition dinner in the Spring
- Manage Google Drive with record of past documents
- Participate as a non-voting member of Budget Committee
- Participate as a voting member of Elections Committee
- Participate at all Executive Board meetings
- Take attendance at all meetings
- Take minutes at all meetings

b. Make room reservations for board events

You will do much of the logistical work that no one else wants to do. This includes reserving rooms for other board members to use (upon request).

c. Inventory all ASCMC equipment/property

ASCMC owns certain things like t-shirts (for sale), sound equipment, tables, a cash box, etc. The ES is responsible for keeping tabs on all equipment and making sure nothing gets lost/stolen. Make sure that everyone returns what they took and that everything is signed out/back in.

d. Update publicity accounts (social media and website)

You are responsible for updating ASCMC's Facebook page and website. Right now, ASCMC uses the Squarespace Content Management System. When directed, post updates to the Facebook page or website or add new webpages.

e. Maintain ASCMC offices

Multiple groups use the ASCMC office space; Your job is to make sure the space stays clean and organized.

f. Host board transition dinner in the spring

ASCMC has an annual transition dinner on the first Monday after Spring Break in which the President swears in the incoming officers. The Executive Secretary generally organizes this by booking a dinner for that night (or another night in the week that works best for the Board members) at the Athenaeum. At this dinner, the President often says nice

things about all the Board members individually, and the Executive Secretary reads “dark minutes” consisting of funny things Board members have said and done over the past year.

g. Manage Google Drive with record of past documents

ASCMC has an ASCMC Gmail account with an attached Google Drive. It has lots of files on it. It is vital that you are very organized; this is very important.

h. Participate as a non-voting member of Budget Committee

Given that you are the Executive Secretary, you are smart and so your input in Budget Committee is valued. Budget Committee is responsible for divvying up ASCMC's annual budget and breaking said budget into category line items. You should participate in this process.

i. Participate as a voting member of Elections Committee

Given that you are the Executive Secretary, you are smart and so your input in Elections Committee is valued. Elections Committee is responsible for screening a variety of candidates for a variety of positions. Thus, duties vary. You should participate in this process, which is vital in assigning students to roles in ASCMC and thus determining how ASCMC carries out its function.

j. Participate at all Executive Board meetings

As a member of ASCMC's Executive Board, your input on matters brought up is obviously important. Whatever issues comes up; you should participate when you feel that you should do so.

k. Take minutes at all meetings

This is simply a product of typing as fast as possible, knowing how to navigate keyboard shortcuts, and never stopping typing. The goal of taking minutes is to faithfully and accurately record what all of the members of the respective committee say. It's a good idea to take down "raw" minutes which faithfully paraphrase statements and then go back and turn those "raw" minutes into official minutes. It's also helpful to colour code the minutes and format the minutes for publication, as people outside of CMC do read the minutes, and it's important to produce a professional image of ASCMC.

XII. Senior Class President

The Senior Class President is a unique role in ASCMC due to your large budget of \$20,000. In terms of budgeting, the 2015 President tried to spend under \$5,000 on all parties. In 2015, the cost of 200 days was around \$7,000, the net cost of which was obviously lower due to the fee. The 2015 President has also kept a very detailed list of contacts and information in general; contact Kathryn Chakmak for this list.

a. Responsibilities

- Help choose graduation speaker
- Serve as liaison for senior gifts
- Hosts class events
- Manages class communications
- President-for-Life

b. Helps Choose Graduation Speaker

It is up to your discretion when you want to start communicating with the CMC president about the graduation speaker. In 2015, President contacted CMC president in June, and continued contact over email with him and his cabinet over the summer, meeting with him once a month. The speaker was finalized in early October; CMC president already had ideas this year so the only task remained finalizing the speaker. However, the President was ready to present ideas if she had been asked for them. The president makes an announcement is made in January to the senior class, which is followed by a formal announcement by the CMC president to the public. Usually alumni are chosen, and the president compiled a list of potential speakers by researching what the other colleges had done in the past, as well as similar-functioning liberal arts colleges. As for the class chosen speaker, the President will ask for nominations in January, and then asks for votes following the nominations.

c. Serve as Liaison for Senior Gifts

It is your job to encourage your class to donate for the senior class gift. This includes monetary donations, and if people would like, they can specify where they would like their gift in particular to go (i.e., a research institute, etc.). If they do not specify a certain fund, it goes into unrestricted giving. In order to reach every person in senior class, you should contact various people you know in the grade to reach out to others in the grade about the gift, the idea being that everyone is contacted about the gift by someone that they know. You are the chair of the Senior Class Gift Committee, which has three other co-chairs. One of the co-chairs is the senior who is head of phone night (which is decided by Annual Giving). Together, you will pick the other two co-chairs, and all four co-chairs pick the rest of the committee members (it is up to their discretion how many members to include). The goal is to get around 90% participation from the class. You should start coordinating Senior Gift related tasks the first week of school, and work on these tasks weekly. The committee should be selected by first week of November, and the committee goes through training as to their responsibilities. They host events throughout the year (such as wine tasting and trivia), and alums come in the spring to talk with the class. There are also other gift-related events in the spring. Ultimately, fall serves as the time for you to educate the class on why it's important to give back, and the spring is spent actually asking for gifts. In mid-

November, there is a giving campaign, and you will give a speech on Impact Weekend about the gift. You should also send out regular communication to class about the gift.

d. Hosts Class Events

You are responsible for hosting class events, such as 100/200 days, Thesis Party, and the Vegas trip. You will also host class pre-parties, for events such as 6:01 and Pirate Party (basically any big party), which usually take place in the senior apartments. Using the senior class budget, you will plan and throw multiple different events for the senior class. In 2015, this included two welcome-back events: one was at Claremont Craft Ales and the other was a pizza dinner. Other events that have been thrown in the past include pre-parties for parties such as 6:01 and Pirate Party. You are responsible for coordinating the wristbands that allow seniors to spray champagne for 6:01 and Pirate Party from the Green balconies. In order to coordinate the wristbands, send out a “warning email” with information as to when an email with the actual signups will be sent. After sending out the warning email and the email with signup information, send another email detailing instructions as to where and when to pick up the wristbands., followed by a “pick up your wristband at ____ date and ____ time.” It is important that you stick to this window, and don’t make exceptions for friends, etc. Overall, your position requires that you are able to set hard deadlines and stick to them. Other events will include thesis snack, which happens two weeks before theses are due, and is for seniors only. You also have the option of coordinating other events; an example is an event in a lounge before finals, where people can BYOB (Bring Your Own Blanket). You also coordinate with other class presidents, such as the junior class president, to throw events for both grades.

Additionally, you have to plan the senior class dinner and the dinner’s after party, which has traditionally been at Piano Piano.

You also help organize “senior week,” which takes place the week before graduation. Traditionally, people who attend rent houses in San Diego, and past presidents have created some sort of Google map where people can plot where their houses are. Depending on whether or not there are leftover funds in the budget, you may have the option to plan events for the class in San Diego, but this is up to your discretion and funding capabilities. The week is essentially the last thing the class does before graduation.

i. 200 Days

200 Days is an off-campus event that you throw marking 200 days until graduation, and it is up to your discretion whether or not to include super seniors or 3/2 majors. You should start planning at the very beginning of the school year in order to complete all the tasks on time. You are responsible for: finding a venue, booking some sort of performance for the event, figuring out the bar situation, gathering insurance information, organizing buses, and finding food. In previous years, the venue has traditionally been the Fox Theater in Pomona. This venue has an in-house bar, which makes the alcohol situation easier. The performance aspect is music of some sort, whether it be a DJ or a band, and is up to your discretion. To get all necessary insurance, you should work with DOS. To some extent, DOS can also help you coordinate buses. ASCMC has bus companies that they usually use, which can be found in the attached documents. You need to determine how many buses the event will need; in the past the President has gone off of other presidents’ estimations (contact Kathryn Chakmak for this information). In order to do this correctly, you should have a

pretty accurate estimation of how many people will show up, then figure out how many buses/how many groups to split people up into. As for food, something like pizza is great (DOS wants it to be rather substantial, considering alcohol consumption). You also have to negotiate prices for everything, and need to send emails to entire class asking which buses people would prefer to be on. You must make bus assignments, as well as ensure that everyone has the right paperwork and has paid. Depending on the venue's age rules, you may be able to enlist underclassmen and non-seniors as sober helpers. General estimates include attendances of 50-70 people for on-campus events, and around 150-175 for off-campus events. In order to help pay for parties, there is a charge to attend 200 days. In the past, this has been \$15.....

ii. 100 Days

Like 200 Days, 100 Days marks 100 Days until graduation. You should start planning for 100 days in October; in 2015 100 Days was set for February 4. The guidelines for 100 Days essentially mirror those of 200 Days. You should find a different venue. Like 200 days, the fee for 100 days is \$15.

iii. Thesis Fountain Party

The Thesis Fountain Party happens twice a year, in coordination with thesis due dates. You should meet with DOS every other week to go over details for the parties, and should start planning early in the year. You must coordinate the thesis bro tank; considering that the first thesis party is at the end of November, this planning should happen no later than early October. Champagne is given to seniors at the party upon turning in their theses, and is only given to each senior once. You need to email the senior class about each person's preference of apple juice or champagne for each party. Part of meeting with DOS involves discerning who is completing their theses when (either fall, spring, or year-long). You must contact Campus Security to coordinate their monitoring of both parties, as well as to conduct a walkthrough with Campus Security before each party to go over all logistics. BevMo is used for drink orders. At the actual party, you are responsible for distributing both tanks and drinks. The event also happens in the spring; it is up to your discretion when exactly to hold the party (in the past, the week before Pirate Party has been considered).

iv. Vegas trip

The timing of the trip is up to your discretion; in the past, presidents have considered the February/beginning of March. Members of the class get to decide what they personally want to do in Vegas, and you are responsible for renting a suite for all seniors to put their stuff in for the night; all ASCMC seniors have access to this room. Once all members of the class have put their belongings into the suite, the room is locked until the morning. It is up to your discretion whether or not you want to coordinate a location for your class to be together, which would involve contacting a club and organizing a guest list to ensure that everyone would have access to the space. You should start planning at least three months in advance, which includes booking buses and contacting hotels. The trip overall is less than 24 hours, and happens Saturday-Sunday. The buses leave campus mid-morning/early afternoon Saturday. There aren't any helpers for this. In terms of a fee, it is assumed people will pay more due to the nature of the trip, so the fee (at least in 2015) will be over \$15.

e. Manage Class Communications

As president, you must coordinate the senior class tank. This involves sending out an email to class soliciting people to design tank, and following up/coordinating voting for final design. The tank (at least in 2015, as in years past) is \$15.

Even after graduation, you are responsible for coordinating class communications. This means you are the point person for events such as your class' 5-year (and further) reunions, and in general, you serve as the liaison between your class and the school.

f. Speak at Graduation

Your main role at graduation is speaking in front of your class. You also coordinate some parts of graduation, albeit very few. This includes helping arrange somewhere for people to go with their families following graduation, if they don't have pre-established plans.

g. President for Life

As the senior class President you will continue to represent your class for life.

XIII. Junior Class President

a. Overview

The Junior Class President has a relatively great degree of flexibility in the types of programs he/she wants to create and/or facilitate. In general, he/she maintains communication with the class, communicates with students who are abroad, and plans events that are interesting to all types of students in the class year. The most important role for the Junior Class President is to plan Monte Carlo; this is the most time-intensive responsibility.

b. Responsibilities

- Manage class communications
- Communicate with students who are abroad
- Plan and facilitate Monte Carlo

c. Manage class communications

Through the use of emails, Facebook, and other social media outlets, the Junior Class President plans social, career-oriented, and community service events that promote a sense of community within the junior class. There is much flexibility regarding the types of events and programs that can be planned. Suggested events include a Welcome Back Dinner held the first week of the school year, a Halloween Party, Pool Party, and Finals Week Party. The idea of managing the creation and distribution of class shirts is also recommended. Moreover, it is highly suggested that the Junior Class President issue a few surveys throughout the year to gauge student interests and needs. Career Services and the Center for Civic Engagement offer useful resources while planning career-oriented and service events. The best contact person at Career Services is Dianna Seder (deseder@cmce.edu), while the best contact at the Center for Civic Engagement is Amy Bibbens (amy.bibben@cmc.edu).

d. Communicate with students who are abroad

It is highly suggested to help with the Junior Class Etiquette Dinner. The event itself is organized by the Alumni Organization and the point of contact is Darrin Roberts (darrin.roberts@cmc.edu), the Assistant Director of Alumni Relations. The Junior Class President of 2016 began this tradition and it has continued since.

e. Plan and Facilitate Monte Carlo

Monte Carlo is a required event planned by the Junior Class President. The event preparation usually requires two months of the presidency, typically during September and October.

The following is advice on how to plan Monte Carlo:

i. Late Spring/Summer

General Advice: Begin planning the event early

1. Around the month of May, pay the deposit for the band, choose a theme, brainstorm decoration ideas, and contact people to obtain the necessary casino tables.

2. During this same time period, contact someone to create an event poster and ticket design during the summer.

ii. General Ticket Sale Suggestions

1. A Google Form is useful for CMC students to register off-campus guests. Remember to make sure that students understand that off-campus guests require both registration and tickets.
2. In the past, tickets were sold for \$15 two weeks before the event. These tickets were sold online at Brown Paper Tickets to CMC students first. It is more efficient to end online sales before selling tickets in person. During the week leading up to the event, tickets were sold at \$20. In the 2015-2016 school year, all 1200 tickets were sold. In this same year, ASCMC worked for their tickets and RAs on duty received one for free.
3. It is necessary to frequently post reminders for people to pick up their tickets. If necessary, email individual people who have not received their tickets.
4. Also, remind people frequently to make sure that their guests are registered.
5. Contact people about maintenance to ensure that the bathrooms are opened and staffed and a green room is prepared for the band. Furthermore, trash cans and tables can be obtained through Story House.
6. Finally, email the host/guest about the guest check-in instructions.

iii. Tasks for the Week of the Event

1. Email the vendors a map with directions.
2. Submit fluid review reimbursement asking for a direct check to pay vendors day of (need a W-9 form).
3. Make a schedule for set up and ticket sale distribution. ASCMC members sign up in order to "work" for their ticket. In particular, student security must be at the event thirty minutes before the event in order to be briefed.
4. Post on the Facebook page about the entrance location and if there will be different check-in tables (i.e. guest check-in).
5. Create a minute-by-minute account of the day, including the times of set up and delivery. This is helpful to ensure that the event runs smoothly.

iv. Necessary items during the Event

1. 2 sets of master guest lists,
2. 2 sets of registered guest lists
3. Black light stamp
4. Pen and highlighters,
5. Alcohol wristbands

v. The following vendors were used during the 2015 Monte Carlo:

- Food Fetish provided bartenders, caramel apples, corn dogs, paper products, and table cloths
- Atlantic City Games provided everyone \$200 at every table, instead of trading in chips for raffles
- Dolphin Event Rentals had great prices and was helpful with decorations
- Doc Rock-It was the cover band for Monte Carlo events in the years 2014 and 2015

- Bev Mo Alcohol Delivery provided 125 bottles of wine during the 2015 Monte Carlo event, in addition to water and sparkling cider

vi. It is necessary to budget for the following things:

- Band, their "green room" to get ready, and their "buy out" (i.e. pay for their dinner)
- Casino tables and chairs
- Food
- Bartenders
- Decorations
- Photo booth
- Bar, cocktail tables, and lounges
- Alcoholic and non-alcoholic beverages (alcoholic beverages are paid with out-of-profit ASCMC money)
- Cups
- Physical tickets (customized from admit one products)
- Raffle prizes
- Bathroom staff
- Campus and student security (ASCMC pays for this)
- 21+ wristbands (customized from the online ticket)

XIV. Sophomore Class President

The Sophomore Class President has significant influence over Sophomore Class activities. You hold autonomy over many class events, and work to make to make events inclusive, fun, and memorable for the class. While planning events, you are responsible for disseminating information, and keeping the Sophomore Class updated on events. This job requires self-discipline and solid organizational skills

a. Responsibilities:

- Manage class communications
- Plan class events
- Facilitate an open and welcoming environment
- Assist students with room draw

b. Managing Class Communications

There are few specific guidelines for this area. You have autonomy over how you will disseminate information to the Sophomore Class. A good idea would be to set up a weekly email update that updates the whole class on everything the sophomore class is up to. Any important news and events should be included. It would also be cute to have nice highlights about people.

c. Plan Class Events

This is entirely up to you! Plan various de-stress events, class dinners, and snack events. You have 3000 dollars at your discretion, and it is important to use the money to help your classmates. Do not be afraid to spend the money, but also be cautious about overspending on events. Another idea would be to plan a 5C sophomore event.

d. Facilitate an open and welcoming environment

This comes with planning events, and being friendly to people in the class. Try and learn names.

e. Assists students with room draw

Sophomores get the last room draws, and often conflict over various problems with draw. Assist students with room conflicts, and with the sadness they have after not getting the room of their dreams. Work with Sophomores to swap rooms if necessary.

XV. Freshman Class President

As Freshman Class President, the majority of your time is spent working with the Executive Board and setting up for events. The commitment can be anywhere from 2-3 to 4-5 hours a week.

a. Responsibilities

- Manage class communications
- Coordinate class Events
- Serve on the Executive Board
- Miscellaneous

b. Manage Class Communications

You are responsible for coordinating events for class, and it is up to your discretion how you choose to. You may have a cabinet made up of fellow freshmen, which is traditionally done. If you elect to have a cabinet, you may choose if you would like to appoint people or have an application. You are responsible for coordinating the class t-shirt, and should do so by reaching out to the class to solicit designs. You should later send out voting information for the designs. Additionally, you serve as the liaison between the administration and the freshman class, so any questions that the administration has about the class will come to you first.

c. Coordinate Class Events

It is up to your discretion as to how many events you would like to throw for the class. Past ideas have included tailgating for athletic events or coordinating a class snack. You should also feel free to reach out to the class for event ideas. 2015 President chose to have office-hours-like sessions where freshman class could ask him and his VP questions/raise concerns/etc.

d. Miscellaneous

Considering the roles of the President are largely dependent on each person, below are details about 2015 President's choices regarding organization, etc.:

President's cabinet had four different positions:

- VP - responsible for making joint decisions with President about stuff on Exec Board, serves with essentially equal status
- CFO - responsible for things solely related to money (i.e. cutting checks)
- Events Chair - responsible for organizing with Social Media Chair and coming up with events, as well as generally overseeing events that are thrown
- Social Media Chair - responsible for social media communications, has a focus especially on transparency between President and class. Can also try to address issues such as lack of attendance at class events, etc.

Chose to make a point to communicate with PSR committees, which are relatively new. Saw his role as bridging gap between PSR committees and student body, and wanted to increase their visibility for the class.

XVI. Chair of Administrative Affairs and Appropriations (AAA) Committee

a. Responsibilities

- Solicit applications for senate funding requests
- Present requests to Senate
- Set AAA committee meetings and agenda
- Present funding requests to Senate
- Review Constitutional amendments

b. Solicit Applications for Senate Funding Requests

A form for senate funding requests is on the ASCMC Executive Board website. It is up to your discretion how you go about publicizing the application and soliciting applications. When a request is submitted, you will schedule a meeting for your committee to meet with the person who submitted the request, and the person makes a presentation. The committee should then ask the individual questions.

The applicant then leaves, and you can facilitate a pro and con discussion within the committee, asking members whether or not they think the committee should fund the request. If the committee votes to fulfil the request decide to fund, you then discuss whether or not to fund the request fully. It is up to your discretion whether or not you would like to actively vote; in the past, the Chair has opted to abstain unless acting as a tiebreaker.

You then present to Senate on the request, disclosing whether or not the committee recommends or doesn't recommend to fund the request. Your presentation should be accompanied by a PowerPoint slide or other visual that includes a detailed breakdown of the budget for the organization or event you are being asked to fund.

The person who submitted the request has to make an account with FluidReview, and you have to email the person about the status of their application. If the application is approved, you should send information about the request to the CFO, who takes care of the process following. In terms of general guidelines for requests, your committee is not allowed to fund alcohol-related events or clubs. If a request is denied, the applicant is similarly notified. Additionally, even if you think the committee will decline the request, you should still allow the committee hear the request (unless it blatantly doesn't fit with the guidelines).

c. Set AAA Committee Meetings and Agenda

As far as the agenda goes, funding requests are top priority. Then, the committee should discuss things like administrative changes or financial restructuring. Whether or not you establish set roles or a distribution of power is up to your discretion. In 2015, the committee had the Chair and 6 other committee members.

d. Review Constitutional Amendments and Senate Operating Procedure Amendments

Before constitutional amendments come up in Senate, you must facilitate a review by the committee of the amendments and discuss feasibility, approving amendments line-by-line. Your committee should then come up with a recommendation as to the adoption of

the amendments, and should present recommendation to Senate (or President Pro Tempore can present). If the Senate and Exec Board passes the amendments, the President Pro Tempore completes the process of actually amending the Constitution. When presenting amendments, make sure to include: a summary of what the changes are, what concerns are (usually asked for in Senate), and a generally objective presentation on what the issues are.

e. Select Members of Committee

In the past, guidelines for applications to the committee have been discussed with the rest of the Executive Board. It is up to your discretion as to what you would like to consider the most heavily; some factors to consider are experience and critical-thinking abilities. You may also consider applicants' resumes.

XVII. Chair of Technology Committee

The Technology Committee is a very important committee that carries out important duties pertaining to the technological advancement and improvement of important technological facilities at CMC. The Chair of this committee is very important in directing the flow of discussion and ideas. They are also very important in leading projects or appointing an appropriate member of the Technology Committee to lead said project.

a. Responsibilities:

- Make technological innovations
- Select members of the Tech Committee

b. Make Technological Innovations

The function of the Tech Committee is to improve the “technological atmosphere” of CMC. This means making technological services & facilities more accessible and convenient. The direction of the Tech Committee comes from you, discussion in Senate, the prior year’s Tech Committee, and the members of the committee. Your job is to set the direction of the Committee and push forward projects that are worthwhile. This is at your discretion.

The Tech Committee tends to focus on short-term solutions. Long-term solutions like upgrading computers in the labs (don’t do this, they’re fine) require coordination with other committees, the executive board, and the administration

c. Select Members of the Committee

At the beginning of the year, you must review applications by Senators who want to serve on the Tech Committee. You will then select who you want on the committee.

XVIII. Chair of the Campus Improvements Committee

The Chair of the Campus Improvements Committee has a wide mandate to work to improve the campus for the student body. Depending on your personal ideas and the ideas of your committee, this can vary a lot. It is critical to be open to student input and ideas, and to cultivate a close, positive working relationship with the administration, who you will need to implement any initiatives.

a. Responsibilities

- Sit on the Resident Life Committee
- Work to implement initiatives
- Coordinate with the administration
- Select members of your committee

b. Sit on the Resident Life Committee

As Chair of the CI committee, you have an ex officio seat on the Resident Life Committee. This is the committee that works to determine housing policy, oversees room draw, and addresses general questions pertaining to life in the dormitories. In recent years a big topic has been the expansion of Gender Inclusive housing, which is a key area for the college moving forward. Other ideas that have been brought up include block housing, which would allow people to draw into groups of rooms in dorms in Mid and South quad.

The details of all these proposals will be explained by the Director of Residential Life, currently Dean Vos (he goes by Eric). In general, the committee is an effective vehicle for the start of any reform process you wish to carry out, but it is imperative to additionally work with key administrators in parallel to guarantee success.

c. Work to Implement Initiatives

As was mentioned above, the mandate of this committee is very general. As a practical matter it makes the most sense to focus on one or two areas and pursue those doggedly throughout the year. Reform is never easy, and it requires a significant amount of commitment. Make sure to recruit allies, not make enemies. Every person you meet with or email is trying to help, not matter how slow things are moving. Be polite and positive, and eventually you will see results.

d. Coordinate with the Administration

You are the point person for student feedback on issues pertaining to anything physical on campus. This means that you should liaison with and help out the staff in these areas. A good person to meet at the start of your term is Melissa Schild, the Assistant Vice President of Facilities and Campus Services. She is your key contact, so make sure to work with her proactively throughout the semester.

e. Select Members of Your Committee

To help you with all of the above you will have a committee of students. At the start of your term you will be selecting these people, who you should rely on and use to share the workload and ensure you have a range of opinions presented.

XIX. Chair of Consortium Affairs Committee

a. Responsibilities:

- Choose Consortium Affairs Committee Members
- Send Student Reps to other Senates for observation
- Attend Cabinet Meetings

b. As Liaison to the 5C Senates

The Chairman of the ASCMC Consortium Affairs Committee acts as the main liaison between ASCMC and the student senates for the other 5C governments. You will select a group of students from the ASCMC Senate to be on your committee. Each of these students are assigned a specific school senate to attend. These students will attend each of the weekly senate meetings at their assigned institution to take meticulous notes (minutes) on:

1. The structure of their senates.
2. Updates on various events.
3. The priorities of other senates.
4. The priorities of the other student bodies.

This committee is designed to keep you in the loop, as well as the ASCMC senate. Every month you should have a meeting or two to discuss the meetings, and look over the minutes taken by your committee.

c. Contacts

These are the individuals to contact to find out meeting information:

Pitzer: Contact the Senate Secretary

Mudd: Mudd President or the leader of the senate meeting

- Note: Mudd's meetings aren't as structured or consistent as CMC's

Pomona: Pomona President

Scripps: Scripps President

- Note: Scripps is currently undergoing a significant restructuring. Their meetings are often Scripps-only.

d. Senate Cabinet Meetings

Attend Senate Cabinet meetings to relay information to the other Cabinet members.

e. "Lee-Way"

You have the ability to take this committee in any direction you feel necessary. There is a lot of a freedom with Consortium Affairs, and you can focus on a project on CMC's campus. For example, if you find something that is structurally different in another Senate, and you like it, you can work to implement these changes in ASCMC.

XX. Senate Secretary

The Senate Secretary is responsible for record-keeping at all of the meetings; thus, you must attend every weekly Senate meeting. To note: does take up time (past secretary said more than she thought).

a. Responsibilities

- Record minutes of meetings
- Serve at request of Executive Vice President

b. Records minutes of meetings

You are responsible for recording minutes at every senate meeting, which takes place at 9PM weekly. This ends up being around 1,000 words per meeting. If you choose, it may be helpful to take less-detailed notes so long as you get main points and any decisions or votes taken by the Senate. After the meeting, you must edit the minutes and send them to the Executive Vice President, who will send the minutes out weekly before each next meeting. Thus, you need to complete edits prior to the next Senate meeting. If you are unable to attend senate, it is your responsibility to find a replacement to take minutes.

In terms of the content, it's important the minutes include as much as possible—there should be a clear, written record of who said what. You should seek to make the notes as detailed as possible. The statements should be as concise but accurate as possible. You will likely use shorthand or and may rephrase what people say (with your discretion) in order to best encapsulate the ideas that are expressed. Discretion is involved; if there is any question as to what to include, you should contact the Executive Vice President about what to include or not include in minutes. You should not repeat statements if two different people state the same idea; in addition, you should try to include counterarguments as much as possible. In the end, you should convey if a consensus was reached in a meeting. Overall, your job is a fair amount of responsibility—you must actively pay attention for the entire Senate meeting, which can be up to (sometimes over) an hour.

c. Serve at the Request of the Executive Vice President

If the Executive Vice President is hosting a meeting, or attends a meeting where he or she may want to record minutes, he or she may ask you to attend the meeting and record minutes. You also have to attend all Senate cabinet meetings, which usually occur weekly.