

## ASCMC Executive Board Operating Procedures



### I. General Procedures:

- A. Membership of the Executive Board shall be determined by the ASCMC Constitution;
- B. All terms and procedures described in this document shall be pursuant to the ASCMC Constitution;
- C. All dates or other time periods specified herein are subject to the discretion of the relevant officers and serve as guidelines only, with the exception of II.G.b.1.

### II. External Communications

- A. The Executive Board shall communicate regularly and transparently with the student body to ensure accountability;
- B. These guidelines pertain to ASCMC communication channels, including but not limited to:
  - 1. Any email using Distribution List access granted by ASCMC
  - 2. Class Instagrams/Facebook
  - 3. Class GroupMes created by ASCMC
  - 4. Any communication facilitated on behalf of or in the name of Executive Board and its officers
- C. These clauses do not apply to ASCMC Officers' personal social media accounts and emails
- D. Any petitions signed by or on behalf of the Executive Board must only include members who have consented to signing said petition;
  - 1. Petitions relating to politics and/or policy on any level (local, state, or federal) shall not be considered for signing on behalf of ASCMC or specific ASCMC Officers:
    - a) Executive Board members may sign such petitions with the caveat that they do not include their ASCMC position or sign on behalf of ASCMC,
    - b) Executive Board members may not use ASCMC resources to distribute said petitions on behalf of ASCMC or their individual position,

- c) ASCMC Officers may sign on to and publicize petitions involving college-wide or consortium-wide issues only after approval from the Chief Ethics and Procedural Officer, as well as a  $\frac{2}{3}$  majority vote of the Executive Board
- E. No Officer of the Executive Board shall solicit donations or financial contributions on behalf of ASCMC for outside organizations or using ASCMC resources to solicit said donations or financial contributions unless previously approved by both the Chief Financial Officer and the Chief Ethics and Procedural Officer;
- F. Regular Communications:
  - 1. Regular Communications are hereby defined as communications that occur on a weekly, or other such standard basis, and include but are not limited to:
    - a) One Weekly inform including but not limited to
      - (1) Executive Board Agenda email
      - (2) One Senate Agenda email
      - (3) One Clubs and Organizations Inform
    - b) One Party Inform
    - c) One Class President Inform
    - d) Communications to publicize regularly scheduled events
  - 2. Regular Communications shall be sent by the respective Officer and shall require no special oversight.
- G. Irregular Communication
  - 1. Irregular Communications are hereby defined as communications that contain supplemental information to regular communications that do not occur on a standard basis,
    - a) Irregular Communications include, but are not limited to:
      - (1) Corrections to Regular Communications
        - (a) Corrections are exempt from review by the Chief Ethics and Procedural Officer and President/Executive Vice President
      - (2) Announcements for new events outside of the regular programming calendar
    - b) Irregular Communications **do not include**:
      - (1) Statements on behalf of the Executive Board of any fashion
        - (a) Statements may not be sent out in conjunction with Irregular Communications
        - (b) Statements are hereby classified as Extraordinary Communications

(c) A Statement is an Extraordinary Communication with the primary purpose of expressing an opinion or belief on behalf of ASCMC, rather than providing information

2. Irregular Communication must be approved by either the Chief Ethics and Procedural Officer, and the President or the Executive Vice President dependent on the reporting structure for that Officer's role.

#### H. Extraordinary Communications:

- a) Extraordinary Communications are hereby defined as communications sent irregularly for whatever reason, excluding those defined by irregular communications;
- b) Extraordinary Communications shall be drafted at the initiative of any Executive Board Officer, and shall be distributed internally for comment and editing prior to being published;
  - (1) There shall be a drafting and/or commentary period of at least 24 hours before the Extraordinary Communication is released to the general public,
- c) The release of an Extraordinary Communication is contingent on a majority vote for release at the next Executive Board meeting following the drafting/commentary period;
- d) Each Officer of the Corporation shall be allowed to sign on to an extraordinary communication within a clearly communicated and reasonable timeframe following its initial drafting;
- e) Extraordinary Communications shall be specifically attributed only to those Officers that have specifically requested to sign on to them;
- f) Extraordinary Communications shall be sent only for such purposes deemed beneficial to the student body or otherwise in support of the Corporation or its mission.

### III. Transitions

- A. Following the general election, the outgoing President shall organize a dinner with the incoming officers. This dinner shall be for the purpose of facilitating the smooth transfer of all activities;
- B. All outgoing officers shall be available to assist their successors as requested, through at minimum the provision of advice and a written position manual, for at least the remainder of the academic year following the general election;
- C. Prior to the general election, all officers shall endeavor to ensure that their affairs are in order and intelligible to their successors, which will include:
  1. Uploading all relevant documents to their respective Google Drive folders,

2. Meeting with the Senate Campus Improvements Committee to update the ASCMC Handbook.

~~D. If the transitional period of the AY 2020-2021 Board to the AY 2021-2022 Board occurs during a virtual semester, all transitional matters shall be left at the discretion of the Chief Ethics and Procedural Officer and the President.~~

#### IV. Budgeting Matters

- A. The Comptroller shall conduct a monthly reconciliation of all ASCMC finances and drawdown the Venmo account as appropriate but at least once every two months;
- B. The Chief Financial Officer shall conduct the annual Freeze immediately after Spring Break and complete finalized expense reports for clubs and dorms, and draw down the respective accounts promptly thereafter;
- C. The Budget Committee shall meet by the end of **April** each year to draw up the budget for the coming year, after having considered the finalized expenses for the previous year to date;
- D. The Budget Committee shall meet at the start of **November** each year to monitor the progress of the budget and make any necessary adjustments;
- E. The Chief Financial Officer shall ensure that Officers have the means to view revenues and expenses incurred to funds they oversee.

#### V. Ticketing

- A. All revenue generating activities shall be designed and operated in such a manner as to ensure that they are accessible to the entire student body. Where fees are levied for events or other such activities, there will be alternative avenues available in order to gain admittance, free of charge. Furthermore:
  1. All prices shall be transparently communicated
  2. Alternative avenues to gain admittance to events shall not be onerous or unduly burdensome,
  3. The provisions of this clause will be strictly limited to current students of Claremont McKenna College;

#### VI. Alcohol

- A. No Student Fees may be spent on alcohol;
- B. ASCMC shall endeavor to raise funds through other avenues to support expenditures on alcohol, including but not limited to:
  - a) The sale of merchandise
  - b) Generating a profit from ticketed social events
  - c) Any other such means as may be deemed appropriate
- C. The Chief Financial Officer shall maintain an up-to-date ledger of all unrestricted revenues and alcohol expenses in order to ensure that all purchases are made responsibly;

- D. The Vice President of Student Activities and Senior Class President shall have overall responsibility for the acquisition of alcohol and coordinate with the Chief Financial Officer to ensure that all purchases are made responsibly;
  - 1. Purchases of alcohol must be conducted by an individual that is at least twenty-one years of age
- E. All alcohol expenses for each event shall be incurred on a separate receipt, separate from all non-alcohol expenses for ease of record-keeping;
- F. All alcohol expenses shall be marked as such for easy identification in internal accounting records;
- G. Apart from **VI.E.** and **VI.F.** of this document, alcohol expenses shall follow regular procedures for reimbursement and approval;
- H. The Executive Board shall be updated at least twice a semester on the status of the alcohol ledger by the Chief Financial Officer.

## VII. Stipends

- A. Any Officer who does not serve a full term shall be awarded, at maximum, a stipend proportional to the amount of time served on the Executive Board
- B. The following factors will be considered prior to the payment of any stipends when the Budget Committee reviews the performance of all Officers:
  - 1. Attendance (see Section VIII)
  - 2. Performance
    - a) All officers are expected to execute all responsibilities outlined in the Constitution and Operating Procedures
  - 3. Communication
    - a) All officers are expected to be in regular communication with their constituents and be easily reachable by officers of the corporation
  - 4. Collaboration
    - a) All officers are expected to work collaboratively to achieve their goals

## VIII. Attendance

- A. Officers required to attend every Executive Board Meeting are subject to the following regulations:
  - 1. Two consecutive absences of the same meeting, with or without proxy
    - a) Shall incur a penalty in the amount of 10% of an officer's stipend;
    - b) Subsequent consecutive absences shall incur a penalty equal to an additional 5% of the officer's stipend,
  - 2. Failure to attend 75% of all total meeting shall incur a penalty in the amount of 5% of an officer's stipend
- B. Officers required to attend every Senate meeting are subject to the following regulations:

1. Two consecutive absences of the same meeting, with or without proxy
    - a) Shall incur a penalty in the amount of 10% of an officer's stipend;
    - b) Subsequent consecutive absences shall incur a penalty equal to an additional 5% of the officer's stipend,
  2. Failure to attend 75% of all total meetings shall incur a penalty in the amount of 5% of an officer's stipend
- C. Officers required to attend one in three Senate meeting are subject to the following regulations:
1. Failure to attend three meetings in a row with or without proxy,
    - a) Shall incur a penalty in the amount of 10% of an officer's stipend;
    - b) Subsequent consecutive absences shall incur a penalty equal to an additional 5% of the officer's stipend,

**D. Weekly Report**

1. All officers shall complete a weekly report monitored and distributed by the Chief Ethics and Procedural Officer;
2. The weekly report shall serve as a basis for stipend evaluation;
3. The weekly report shall be considered a "relevant document" to transition as defined in section III.C.1;
4. The weekly report shall serve as a monitor of officer attendance to both senate and executive board meetings.
5. An addition to the weekly report shall be excused if the reporting officer can prove changes to their transition document in the same calendar week as the missed report

**IX. Amendments and Ratification**

- A. Amendments to the Operating Procedures shall be reviewed and presented to Executive Board by the Chief Ethics and Procedural Officer in the same manner as Constitutional Amendments;
- B. Any amendment to the Operating Procedures requires a 2/3 vote of the Executive Board in favor to come into effect;
- C. Amendments to the Operating Procedures may occur at any point during the term;
- D. The Operating Procedures shall be ratified every academic year, between Spring Break and the end of the spring semester, and shall be handled in the same manner as an amendment to the Operating Procedures.

**X. Expiration**

- A. These Board Operating Procedures are set to expire the night before the first Executive Board Meeting of the Fall Semester of 2023.