



## ASCMC Executive Board Operating Procedures

*Approved 04/22/2018*

### 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.

### II. Alcohol:

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

- E. The Vice President of Student Activities, Senior Class President, and President shall have overall responsibility for the acquisition of alcohol and coordinate with the CFO to ensure that all purchases are made responsibly;
- F. All alcohol expenses for each event shall be incurred on a separate receipt, separate from all non-alcohol expenses for ease of record-keeping;
- G. All alcohol expenses shall be marked as such for easy identification in internal accounting records;
- H. Apart from II.F. and II.G. of this document, alcohol expenses shall follow regular procedures for reimbursement and approval;
- I. The Executive Board shall be updated at least twice a semester on the status of the alcohol ledger by the CFO.

### III. External Communications:

- A. The Executive Board shall communicate regularly and transparently with the student body to ensure accountability;
- B. The provisions of this clause shall cover all communications sent to a large, non-specifically delimited group of the student body on behalf of or in the name of the Executive Board;
- C. 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) The Party Inform,
    - b) The Executive Board Agenda,
    - c) The Skim;
  - 2. Regular Communications shall be sent by the respective Officer and shall require no special oversight;
- D. Extraordinary Communications:
  - 1. Extraordinary Communications are hereby defined as communications sent irregularly for whatever reason;
  - 2. They shall be drafted at the initiative of the President, and shall be distributed internally for comment and editing prior to being published;
  - 3. 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;
  - 4. Extraordinary Communications shall be specifically attributed only to those Officers that have specifically requested to sign on to them;
  - 5. Extraordinary Communications shall be sent only for such purposes deemed beneficial to the student body or otherwise in support of the corporation.

#### IV. Transitions:

- A. The following the general election, the outgoing President shall organise a dinner with the incoming officers. This dinner shall be for the purposes of facilitating the smooth transfer of all activities;
- B. All outgoing officers shall assist their replacements where possible through the provision of advice for at least the remainder of the academic year following the general election;
- C. Prior to the general election, all officers shall endeavour 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 Committee on Campus Improvements to update the ASCMC Handbook.

#### V. Budgetary 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 CO and the CFO shall conduct the annual Freeze at the start of April and complete finalised expense reports for each club and the overall club 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 finalised expenses for the previous year;
- 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 CFO shall maintain ledgers for every line item classified under “Board of Directors Expenses” in the budget and each ledger shall be made available to the relevant officer responsible for the relevant ledger.

#### VI. Amendments and Ratification:

- A. Amendments to the Operating Procedures shall be reviewed and presented to Executive Board by the President Pro-Tempore in the same manner as Constitutional Amendments;
- B. Any amendment to the Operating Procedures requires a  $\frac{2}{3}$  vote of the Executive Board in favour to come into effect;
- C. 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.