



ASCMC OFFICES OPERATING PROCEDURES

- I. Purpose
 - A. The Dean of Students Office (hereafter referred to as DOS) has charged ASCMC with managing and maintaining the suites of offices located in the Emmett Student Center. These procedures describe the responsibilities of all parties that manage and use the ASCMC offices. The Board of Directors and others who use the ASCMC facilities shall comply with all procedures.
 - B. The ASCMC suite of offices consists of room numbers one (1) through six (6) located in the Emmett Student Center, as well as the common hallways that adjoin these rooms.

- II. The Dean of Students Office
 - A. DOS retains ultimate control and authority over all ASCMC-managed facilities.
 - B. DOS reserves the ultimate authority to grant, suspend, or revoke the office privileges of any person or organization.
 - C. DOS must authorize all card activation requests, maintenance requests, work orders, and key requests.
 - D. DOS has the authority to bill ASCMC or other organizations for the use, maintenance or improvement of the facilities. Concurrent with this authority, the College may maintain, improve, or alter the facilities, without ASCMC's consent.
 - E. DOS has the authority to attach any other terms or conditions to the use of the facilities.
 - F. DOS has the authority to add, delete, and/or alter any rules governing the use of the facilities.

- III. Winter Break
 - A. All Regular Members with keys to ASCMC facilities shall return the keys to DOS before departing campus for Winter Break. Failure to return said keys will result in an up to one hundred and fifty (150) dollars re-keying charge per key that is not returned.
 - B. The ASCMC offices shall remain closed throughout the Winter Break. Entering the ASCMC offices without DOS permission may result in a fine of two hundred (200) dollars and/or referral to the College Judiciary Board.
 - C. Administrative Services will clean and repair the ASCMC facilities during the Winter Break. Administrative Services may charge ASCMC for damage and/or excessive cleaning and maintenance needs.

- IV. Departure from the Board of Directors
 - A. Any officer who leaves the Board of Directors must return all ASCMC keys to DOS within twenty-four (24) hours of his/her departure. Failure to return said keys within twenty-four (24) hours will result in an up to one hundred and fifty (150) dollar re-keying charge per key that is not returned.



- B. No officer who leaves the Board of Directors may pass any ASCMC key to another Regular Member. Any officer who passes on his/her ASCMC key(s) to a Regular Member shall be subject to a re-keying charge of up to one hundred and fifty (150) dollars per key that is not properly returned to DOS.
 - C. DOS will immediately deactivate the card of any officer who leaves the Board of Directors.
- V. Suspension/Revocation of Office Privileges
- A. Any Regular Member who has his/her privileges suspended or revoked must immediately return all ASCMC keys to DOS. Failure to return said keys immediately will result in an up to one hundred and fifty (150) dollar re-keying charge per key that is not returned.
 - B. DOS will immediately de-activate the card of any officer who has his/her office privileges suspended or revoked.
 - C. Any Regular Member who, subsequent to having his/her office privileges suspended or revoked, enters the ASCMS offices may be fined two hundred (200) dollars and/or referred to the College Judiciary Board.
- VI. Change of Administration
- A. Prior to the Friday before Spring Break, all officers of the outgoing Board of Directors must return all ASCMC keys to DOS. Failure to return all ASCMC keys by said Friday will result in an up to one hundred fifty (150) dollars re-keying charge per key that is not returned.
 - B. All officers of the outgoing Board of Directors, including those who are also officers of the income Board of Directors, shall abide by the aforementioned rule.
 - C. No officer who leaves the Board of Directors is to pass any ASCMC key on to another officer. Any officer who passes his/her ASCMC key(s) to another officer shall be subject to a re-keying charge of up to one hundred and fifty (150) dollars per key that is not returned to DOS.
 - D. DOS shall change the entry code to the ASCMC storage room over Spring Break, before the new administration takes office. This charge will be billed to ASCMC.
 - E. DOS will automatically de-activate the cards of all outgoing Board of Directors members prior to the installation of the incoming Board of Directors. Incoming Board of Directors members will not have their cards activated until the incoming ASCMC President submits a card activation request to DOS.
- VII. Summer Recess
- A. All Regular Members with keys to ASCMC facilities shall return the keys to DOS before departing campus for the Summer Recess. Failure to return said keys will result in an up to one hundred and fifty (150) dollar re-keying charge per key that is not returned.
 - B. The ASCMC offices shall remain closed throughout the Summer Recess, with the exception of the Chief Financial Officer who shall retain access for the

purpose of paying bills that may be received during the Summer Recess. Entering the ASCMC offices without DOS permission may result in a fine of two hundred (200) dollars and/or referral to the College Judiciary Board. The Chief Financial Officer will need to be granted complete freedom of access to the offices during Summer Recess to fulfill his/her duties.

- C. Administrative Services will clear and repair the ASCMC facilities during the Summer Recess. Administrative Services may charge ASCMC for damage and/or excessive cleaning and maintenance needs.
- D. DOS shall change the entry codes to all of the ASCMC-controlled offices, except the ASCMC storage room. These charges will be billed automatically to ASCMC.
- E. DOS will automatically de-activate the cards of all Regular Members with access to the ASCMC offices. Regular Members shall not have their cards re-activated until the ASCMC President submits a card activation request to DOS. The Chief Financial Officer will retain full access to the office of the Board of Directors.

VIII. ASCMC *Forum* Office

- A. The Chair of the ASCMC *Forum* Publications Board shall, at the beginning of each semester, transmit to the ASCMC President a list of all individuals with access to the ASCMC *Forum* Office.
- B. The Chair of the ASCMC *Forum* Publications Board shall immediately notify the ASCMC President whenever additional person(s) are granted access to the ASCMC *Forum* office and/or person(s) who no longer need access to the office.
- C. The ASCMC President shall provide DOS with an updated list of those individuals with access to the ASCMC *Forum* Office.

IX. The Women’s Forum

- A. The President of the Women’s Forum shall, at the beginning of each semester, transmit to the ASCMC President a list of all individuals with access to the Women’s Forum office.
- B. The President of the Women’s Forum shall immediately notify the ASCMC President whenever additional person(s) are granted access to the Women’s Forum office and/or person(s) who no longer need access to the office.
- C. The ASCMC President shall provide DOS with an updated list of those person(s) with access to the Women’s Forum Office.

X. **Loss of Keys:** Individuals who lose any key(s) to ASCMC facilities shall report the loss to the ASCMC President and DOS. Any Regular Member who loses his/her ASCMC key(s) shall be subject to a re-keying charge of up to one hundred and fifty (150) dollars per key lost.

XI. **Unauthorized Possession of Keys:** Pursuant to the policies set forth in the Guide to Campus Life, “unauthorized possession of any College master key will result in College Judiciary action and a fine of \$250.”



- XII. Unauthorized Entry: Any Regular Member entering the ASCMC offices without the expressed consent of DOS or ASCMC may be fined two hundred (200) dollars and/or referred to the College Judiciary Board.
- XIII. Changing Locks/Codes: Any organization that requests a re-keying or entry code change shall pay for any costs incurred.
- XIV. Propping doors: The northern doors that open onto Ninth Street shall not be propped open. Regular Members and/or organizations will be fined twenty-five (25) dollars for propping doors.
- XV. Hallways: The hallways shall be kept free of clutter, refuse, and obstructing items. Any items left in the hallways will be removed at the expense of the transgressing organization.
- XVI. Lights: Overhead lights shall be turned off when offices are not in use. Organizations that fail to comply will be billed ten (10) dollars per incident.
- XVII. Personal Storage: The ASCMC offices shall not be used for personal storage. Administrative Services will remove and discard any personal items at the expense of ASCMC. ASCMC may seek reimbursement from those individuals whose property is removed at ASCMC's expense.
- XVIII. Indemnification Clause: Pursuant to the policies set forth in the Guide to Campus Life, "the College is not liable for the loss of, or damage to, personal property for any cause not arising directly from the negligent acts of College employees active within the scope of their duties."
- XIX. McKenna Auditorium/Heggblade Center Access: DOS reserves sole discretionary authority in deciding which individuals shall have access to McKenna Auditorium and/or Heggblade Center.