

DORMITORY & SOCIAL AFFAIRS COUNCILS
OPERATING PROCEDURES

- I. Scope and Purpose
 - A. These operating procedures apply for both members of the Dormitory Affairs Council and the Social Affairs Council, hereafter referred to as the Joint Council.
 - B. These guidelines aim to promote and maintain professionalism in the work of both councils and to increase the role of dorm officers, making them more active in the CMC community. The emphasis is on communal responsibility.

- II. Meetings
 - A. The Joint Council will meet together weekly on Sundays following the meeting of the Board of Directors, unless otherwise specified.

- III. Role of Dormitory Officers
 - A. Dormitory officers are required to help with the work of the Joint Council.
 - B. Dormitory officers are required to help other dormitories when planning and executing social events.
 - C. Dormitory officers are required to help the Joint Council chairpersons when planning and executing social events, including five-college events.

- IV. Party Cleanup Policy
 - A. Dorm charges will be imposed if parties are not cleaned up after
 - B. The Executive Board, the Dormitory Affairs Council Chair or the Social Affairs Council Chair will determine how much effort was put into cleanup, if any, and how much the dorms should be charged.
 - C. Evidence, such as photos and interviews with both students and Story House may be conducted may be collected to help determine fines.
 - D. Dorm presidents are obliged to send an email to the dormitory to inform residents that it is the dorm's job to cleanup after the party.
 - E. It is the aim of this Joint Council that the aforementioned policies reinforce responsibility and prevent dormitories from being fined for cleanup charges.

- V. Property Management Policy
 - A. The aim of this is to ensure students mind ASCMC equipment at parties and other events.
 - B. Dorm officers will function alongside ASCMC officers as supervisors at parties.
 - C. If someone is seen purposefully or accidentally damaging ASCMC equipment, they must be reported to an ASCMC officer immediately. Depending on the circumstances, fines for the damage will be determined by the Executive Board. Fines up to one hundred (100) percent of the present value of the equipment may be fined.
 - D. Dormitory presidents must send out emails to their constituents prior to parties stating this policy.