



## ASCMC Working Timeline

### **Fall Term.....1**

#### **I. August.....1**

- A. General .....1
  - 1. The Orientation Committee.....1
- B. Board of Directors.....1
  - 1. Chief Financial Officer .....1
- C. Senate .....1
  - 1. ASCMC Academic Committee.....1

#### **II. September.....1**

- A. General .....1
  - 1. Dorms.....1
  - 2. Freshman Class .....1
- B. Board of Directors.....1
  - 1. Campus Organization Chair .....1
- C. Senate .....1
  - 1. Senate Clerk .....1
  - 2. 5C Senate .....1
  - 3. The Administrative Affairs Chair.....1

#### **III. October.....2**

- A. Board of Directors.....2
  - 1. The Junior Class President .....2
  - 2. Chief Financial Officer .....2

#### **IV. Prior to Winter Break.....2**

- A. General .....2
  - 1. Stipends.....2
- B. Board of Directors.....2
  - 1. Dorm Affairs Chair .....2
  - 2. Facilities and Keys .....2
- C. Senate .....2
  - 1. Administrative Affairs Chair.....2

### **Spring Term.....2**

#### **I. January.....2**

- A. General .....2
  - 1. Dorms.....2
  - 2. Judiciary Board .....2
- B. Board of Directors.....2
  - 1. Campus Organizations Chair .....2
  - 2. Chief Financial Officer .....2
- C. Senate .....2
  - 1. Senate Clerk .....3
  - 2. The Administrative Affairs Chair.....3
  - 3. ASCMC Academic Committee.....3
  - 4. 5C Senate .....3

#### **II. February – Spring Break.....3**



- A. General .....3
  - 1. Elections .....3
  - 2. Facilities and Keys .....3
- B. Board of Directors .....3
  - 1. Administrative Council Applications .....3
- C. Senate .....3

**III. Spring Break – April .....3**

- A. General .....3
  - 1. Student Security .....3
- B. Board of Directors .....3
  - 1. Swearing In .....3
  - 2. Hiring .....3
  - 3. Operating Procedures .....4
- C. Senate .....4
  - 1. Senate Committees .....4
  - 2. Chief Technology Officer .....4

**IV. May .....4**

- A. General .....4
  - 1. The *Forum and Ayer* .....4
  - 2. Stipends .....4
  - 3. College Judiciary Board .....4
- B. Board of Directors .....4
  - 1. Chief Financial Officer .....4
- C. Senate .....4
  - 1. President Pro Tempore .....4
  - 2. Faculty, Trustee and Special Committees .....4
  - 3. Administrative Affairs Chair .....4

## Fall Term

### I. August

- A. General
  - 1. The Orientation Committee
    - a. It shall be responsible for the planning and operation of the annual orientation program for new students. (XI.G)
- B. Board of Directors
  - 1. Chief Financial Officer
    - a. The Chief Financial Officer publishes check request guidelines and updated forms (check request and W9)
- C. Senate
  - 1. ASCMC Academic Committee
    - a. The Chair shall request a list of professors who will be considered for tenure. The Vice President shall appoint a three person Teaching Review Board for each professor. (ASCMC Operating Procedures IV.A.1.C.i)

### II. September

- A. General
  - 1. Dorms
    - a. In the first week of school, each Dorm must elect a President. Dorm Presidents must hold monthly meetings. (VII.A.2.B)
    - b. In the first week of school, each Dorm must elect a Dorm Vice President and two Senators. (VII.A.2.B) and (V.A.5)
  - 2. Freshman Class
    - a. A freshman class president shall be elected. On the Sunday following the elections, the Freshman Class President shall be sworn in by the ASCMC, and shall serve until a Sophomore Class President has been chosen at Spring Break. (IV.B.5.E)
- B. Board of Directors
  - 1. Campus Organization Chair
    - a. In the first week of school, the Campus Organizations Chair shall inform campus organizations of their financial status, and will continue to do so, on a bi-monthly basis. (IV.I.2.e)
- C. Senate
  - 1. Senate Clerk
    - a. At the first Senate meeting, the Senate shall select a Student Senate Clerk. (V.A.3&4)
  - 2. 5C Senate
    - a. Senate shall appoint one senator to the 5C Senate.
  - 3. The Administrative Affairs Chair
    - a. The Chair shall contact Dean of Students to request a copy of the housing roster in the third week of school. At Financial Registration, ASCMC shall give students the option of opting OUT of the Student Directory. Any student that does not opt out will automatically be listed. (ASCMC Operating Procedures IV.A.2.C.ii)



### **III. October**

- A. Board of Directors
  - 1. The Junior Class President
    - a. The Junior Class President shall plan, organize, and implement annual Monte Carlo activities in conjunction with campus Homecoming events. (IV.M.4)
  - 2. Chief Financial Officer
    - a. By the 15<sup>th</sup> of October, the Chief Financial Officer (CFO) shall prepare and make available the Preliminary Annual Financial Report of the Corporation to Regular Members. (IV.K.15)

### **IV. Prior to Winter Break**

- A. General
  - 1. Stipends
    - a. All stipends to be paid in full. (II.E.2&3.B)
- B. Board of Directors
  - 1. Dorm Affairs Chair
    - a. All funds in the DAC Fines shall be redistributed. (VII.B.6.c)
  - 2. Facilities and Keys
    - a. All keys to the ASCMC Facilities must be turned into DOS.
- C. Senate
  - 1. Administrative Affairs Chair
    - a. In the week prior to week of finals, Home Directories shall be published. (ASCMC Operating Procedures IV.A.2.C.iii)

## **Spring Term**

### **I. January**

- A. General
  - 1. Dorms
    - a. In the first week of school, each Dorm must elect a President. Dorm Presidents must hold monthly meetings. (VII.A.2.B)
    - b. In the first week of school, each Dorm must elect a Dorm Vice President and two Senators. (VII.A.2.B) and (V.A.5)
  - 2. Judiciary Board
    - a. College Judiciary Board Selection Committee shall convene to select three (3) Regular Members for appointment to the College Judicial Board.
- B. Board of Directors
  - 1. Campus Organizations Chair
    - a. Beginning the first week of the semester and continuing on a Bimonthly basis, the CO Chair shall inform campus organizations of their financial status. (IV.I.2.e)
  - 2. Chief Financial Officer
    - a. By January 31<sup>st</sup>, the Chief Financial Officer (CFO) shall prepare and make available the FINAL Annual Financial Report of the Corporation to Regular Members. (ASCMC Operating Procedures II.A.9.B)
- C. Senate



1. Senate Clerk
  - a. At the first Senate meeting, the Senate shall select a Student Senate Clerk. (V.A.3&4)
2. The Administrative Affairs Chair
  - a. The Chair shall contact Dean of Students to request a copy of the housing roster in the third week of school. At Financial Registration, ASCMC shall give students the option of opting OUT of the Student Directory. Any student that does not opt out will automatically be listed. (ASCMC Operating Procedures IV.A.2.C.ii)
3. ASCMC Academic Committee
  - a. The Chair shall request a list of professors who will be considered for tenure. The Vice President shall appoint a three person TRB for each professor. (ASCMC Operating Procedures IV.A.1.C.i)
4. 5C Senate
  - a. The Senate must appoint one senator to the 5C Senate.

## **II. February – Spring Break**

- A. General
  1. Elections
    - a. Elections shall be held for ASCMC President, Vice President, Class Presidents, SAC, DAC, SLC.
  2. Facilities and Keys
    - a. All Regular Members and outgoing Officers must return keys to DOS, and have their cards deactivated.
    - b. Incoming President shall send a list of authorized Members and Officers to DOS.
    - c. Incoming President shall coordinate with DOS to change the entry codes to all ASCMC controlled offices
- B. Board of Directors
  1. Administrative Council Applications
    - a. The Board of Directors shall request applications for CO Chair, Executive Secretary, and CFO
- C. Senate

## **III. Spring Break – April**

- A. General
  1. Student Security
    - a. Elections Committee shall select a Director of Student Security. (XI.C.8)
    - b. Student Security shall form new Operating Procedures.
- B. Board of Directors
  1. Swearing In
    - a. The incoming ASCMC President (referred to as “ASCMC President) shall be sworn in by the Outgoing ASCMC President the first Monday after spring break. (IV.B.5.A)
    - b. All other members of Administrative Council shall be sworn into office by the ASCMC President. (IV.B.5)
  2. Hiring

- a. The Board of Directors shall hire a Webmaster to administer the ASCMC Web site. (IV.D.15)
- b. The Board of Directors shall hire a Property Master to administer ASCMC Property. (IV.D)
- 3. Operating Procedures
  - a. All Operating Procedures Expire. All committees and members, including Student Security, must form new operating procedures, which shall than be posted online.
- C. Senate
  - 1. Senate Committees
    - a. The Vice President shall appoint Senate Committees and Chairs.
  - 2. Chief Technology Officer
    - a. The Chair of the Senate Committee on Computing and Technology shall recommend 4 senators to be on the RTA Selection Committee. (ASCMC Operating Procedures)

#### IV. May

- A. General
  - 1. The *Forum and Ayer*
    - a. The Executive Secretary shall solicit applications for the Editor of the *Ayer* and the *Forum*. The CO Chair shall oversee these positions.
  - 2. Stipends
    - a. All stipends to be paid in full to outgoing administration only. (II.E.2, II.E.3.B)
  - 3. College Judiciary Board
    - a. The College Judiciary Board Selection Committee shall select and appoint three sophomores to the College Judiciary Board.
- B. Board of Directors
  - 1. Chief Financial Officer
    - a. The Board of Directors shall make a full disclosure of the Corporation's financial transactions and status to the Student Senate. (IV.D.9)
    - b. The Annual Independent Examination must be completed. (ASCMC Operating Procedures II.A.10.C.i)
- C. Senate
  - 1. President Pro Tempore
    - a. At the end of the spring semester, the Senate shall appoint a President Pro-Tempore for the following academic year. (IV.Q.4)
  - 2. Faculty, Trustee and Special Committees
    - a. The Vice President shall nominate students to fill seats on Faculty, Trustee and Staff committees for the next academic year.
  - 3. Administrative Affairs Chair
    - a. In the week prior to week of finals, Home Directories shall be published. (ASCMC Operating Procedures IV.A.2.C.iii)