

ASM Procedures and Policies

Revised and Ratified October 18, 2005

These policies and procedures provide general instructions for the day to day management and operations of the Associated Students of Management (ASM) Board.

OVERVIEW

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I. Introduction

This document supplements the Bylaws for Governance. The Bylaws provide the overarching mission, vision, direction and organizational structure. **These policies and procedures provide more detailed instructions for the day to day management and operations of the Associated Students of Management (ASM) Board.**

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II. Events Scheduling, Calendar, and Planning

Each quarter the Director of Communications works with the ASM board to set a calendar of meetings for that quarter and the Director of Social Activities sets the schedule for socials and other activities. Many ASM activities are scheduled ad hoc with a few exceptions. The ASM board members shall make best efforts to plan events with the maximum possible advance notice. Some events need to be scheduled well in advance for success.

Planning and Coordination are key roles for the ASM. The current schedule of annual events sponsored and organized by the ASM board includes:

Fall Quarter

- Orientation
- Halloween Party
- Mid Quarter Evaluations – Each Quarter
- New budget proposals accepted and decided upon
- Club Leaders update ASM board at a meeting

- ASM Officer Elections

Winter Quarter

- New budget proposals accepted and decided upon.
- Mid Quarter Evaluations – Each Quarter
- Club Officer Elections

Spring Quarter

Reimbursement proposals accepted for the closing fiscal year.

- ASM accepts the bulk of budget proposals and earmarks majority of funds
- Club leaders present on club activities at an ASM meeting
- Mid Quarter Evaluations – Each Quarter
- Annual Golf Classic - Spring
- Professor of the Year Awards Celebration – Spring
- Disorientation – like orientation, but for the graduating class – Spring
- Graduation Party – both classes, faculty and staff

In addition to these annual events, the Director of Social Activities is responsible for other activities as described in the bylaws.

III. Membership

As stated in the bylaws; “the membership of the Associated Students of Management is comprised of current full-time MBA students at the Graduate School of Management (GSM). Membership fees are collected during orientation and members assume the rights of membership from orientation through graduation. The initial deadline for joining the ASM is October 15 after the incoming class’s orientation. The Director of Orientation is charged with making his or her best efforts to encourage 100% membership in the ASM. After the October deadline, membership can be arranged through the Director of Finance

IV. Clubs and Special Projects

1) An Official ASM club in good standing:

- Has at least 5% of the student body as active members.
- Benefits ASM membership as a whole (not exclusionary).
- Ensures that all club members are also members of ASM.
- Does not duplicate efforts of another club.
- Has a constitution and bylaws that outline a process for elections.
- Maintains a current website—i.e., updated at least quarterly.
- Remains active—minimum of 3 events per year or 1 per quarter.
- Maintains a bank account solely for club funds. Alternatively, funds can be deposited in the ASM account. With this option, the club leaders would work with the ASM Director of Finance for the best cash management system.

- Attends an ASM meeting once per quarter to report on club activities.
- Gives a year-end presentation to ASM at the end of the spring quarter reporting on the club's activities that year, how ASM money has been spent, and their intentions for continued club activity the following year. Clubs should also present a plan and budget for the next year along with a request for funding from the club project fund should they anticipate the need for funds beyond the standard allocation of \$300 per year.

ASM has the option of withdrawing official status from clubs that fail to meet these requirements.

2) Benefits of official ASM status

- Funding
- Link from ASM website
- Inclusion in ASM events (i.e., opportunity to be a part of events like Alumni event)
- Opportunities to recruit student members at orientation (e.g., clubs table)
- Opportunity to sponsor an event during orientation.
- Representation by ASM board when ASM representatives work with other organizations such as the Dean's office, student activities, the Graduate Students Association and other campus and community groups.

3) Club Funding

Each official ASM club will receive \$300 per year. In addition, ASM clubs will be eligible to apply for additional project funding out of an ASM club project fund. ASM will budget a minimum \$200 per club for club projects. Funds must be "reasonably" used for club events.

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The process for requesting funding beyond the additional \$300 is as follows:

- Each fall, the annual budget will be set and approved. Therefore, all foreseeable club projects should be proposed in the spring to secure funding. Additional funding requests will be entertained each quarter and will be supported based on available funds.
- Club submits a brief proposal (1-2 pages) to ASM. This proposal should outline the idea, the anticipated budget, explain how many students it will impact, how it benefits the school, and how it is associated with ASM goals. These presentations should occur at each quarter's club update meeting.
- Projects will be judged on the extent to which the project is aligned with ASM goals and in relation to other projects
- The ASM board will accept proposals at a quarterly ASM meeting dedicated to these requests and other club business.

4) Special Project Funding

In years when ASM has a surplus of funds available for general project funding*, this surplus should be used for special projects, Big Hairy Audacious Goals (BHAGs), that have a significant impact on the GSM's reputation and/or quality of academic and social life at the school. Any ASM member can apply for funding. ASM members should apply for funding using the same process outlined above for clubs that seek funding above their \$300 allocation.

**Note: Special project funding is surplus money. Surplus does not include the club project fund (the \$200 per club) which is money that has been earmarked for clubs.*

5) Creating a New Club

- If possible, ASM members proposing new clubs should petition the ASM Board at the beginning of spring quarter during budgeting season, but the ASM Board has the option of entertaining new club proposals at any time.
- The petitioning club should make a presentation to the ASM board. Presentation should cover goals of and need for the club, planned events, what GSM communities the club will serve, a request for start-up funding if needed, etc.
- The ASM board discusses club's proposal and votes whether or not to give the club provisional status for an organizing quarter.
- Organizing Quarter
 - a) Provisional ASM club status lasts for one quarter. This allows ASM to support potential clubs during their organizing phase without committing ASM funding to a club that may not be able to recruit members or successfully organize events.
 - b) During the organizing quarter, the club should recruit members, create a constitution and bylaws, a website and a plan for continuity. The club must also hold one event applicable to the club's stated mission.
 - c) Register with UC Davis SPAC as a club.
 - d) ASM may vote to provide start-up funding for the club during its organizing quarter.
- Official Club Status
Provided the club has met the official club status requirements by the end of its organizing quarter, the ASM will vote the club in as an official ASM club. ASM can waive the provisional period for clubs that it feels have already demonstrated that they meet the requirements.

V. Budget/Financials

The Director of Finance is responsible for the budgeting process and maintaining the checking account for the ASM. The President is the second signer on the account. In general, each officer is relied upon to budget the funds allocated to their area and for providing clear and accurate records to the Director of Finance for the budgeting process, reimbursements and direct expenses.

In addition to the ASM account, the ASM board serves as the advisory body for the Dean's Fund. In some years, the Dean will allocate funds designated for the support of student activities and student participation in events and conferences that improve both the student's experience and the reputation of the GSM. The GSM accounting office controls and distributes these funds according to the recommendation of the ASM board.

Each year, the budget is agreed ratified by the full ASM board. The ASM fiscal calendar is July 1 to June 30.

(For Budget and Proposals Timeline, see the Events Scheduling, Calendar, and Planning)

VI. Elections Management

The Director of Communications is administers the ASM elections process and should get board approval for significant changes to the elections process. The ASM board supports the elections process of new officers to all official clubs (see below for the definition of an official ASM club). Voting Procedures are in the "Elections of Officers" section of the bylaws.



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