CHAPTER XLI
Smooth Transition of Power Act

Section 1. Definitions
Section 2. Bylaw Updates
Section 3. Meetings with Professional Staff
Section 4. Continuing Student Leader
Section 5. ASUCR Year in Review
Section 6. Leadership Transition

Section 1. Definitions

1. Officers- This shall include any officer who is elected to their position.
2. Directors – This shall include any director who is elected or appointed to their position.

Section 2. Bylaw Updates

All ASUCR Officers/Directors will-

1. Update, if necessary, their job description within their respective bylaw(s) and submit to LRC no later than April 30th.
2. Update, if necessary, their respective budgets and submit to the Finance Committee for approval prior to the last ASUCR Finance Meeting.
3. Submit a quarterly report about the actions of the committee detailing actions and history that include but are not limited to: the structure of the committee, the purpose of the committee, objectives from the current quarter, long-term goals, successes and challenges, budget usage, and perceived relationship between the committee, ASUCR and the public. This report will be available to both ASUCR members and the public via the ASUCR website.
    a. These quarterly reports will be used to compile a final year report that includes all 3 quarters of the committee's actions and history and will be passed down to the next Director of the committee or Office that manages that committee.
    b. Alternatively, committees can meet with the Personnel Director to receive assistance while filling out the quarterly report to fulfill this requirement.

Section 3. Meetings with Professional Staff

The incoming Officers/Directors will meet with their professional staff partners within 2 weeks of taking office. The partnerships will be as follows:

The following Officers/Directors will meet with the Executive Director:

President, Executive Vice President, Vice President of Campus Internal Affairs, Vice President of External Affairs, Personnel Director, President Pro Tempore, Senators, Chief Justice ,and Justices

The following Officers/Directors will meet with the Programs Coordinator:

Vice President of Campus Internal Affairs, Vice President of External Affairs, Vice President of Marketing, Vice President of Diversity, Equity, and Inclusion, Elections Director, Transfer Student Director, Non-Traditional Student Director, First Time College Student Director, International Student Director, and Senators

The following Officers/Directors will meet with the Organization Funding Specialist

Vice President of Finance

The following Officers/Directors will meet with the Financial Operations Manager

Vice President of Sustainability

1. The professional staff members listed above will meet with their student officer/director partners and go over job descriptions, expectations, pertinent information, and any other advice deemed important for that officer/director to be successful in their positions. These partnerships will continue throughout the academic year, and the professional staff will continue to advise and assist as necessary.

Section 4. Continuing Student Leader
If the same person is both incoming and outgoing-

1. In the event that the incoming officer and the outgoing officer are the same person, they do not need to have another transition meeting with professional staff.

Section 5. ASUCR Year in Review
At the end of the academic year, the President will-

1. Be responsible for making a written report that will be used as an ASUCR Year in Review. The purpose of this report will be to inform students of the progress of the Senate during the past year. This will also serve as the official historical record for future Senates. The President may enlist reports and/or assistance from other officers/directors/senators in order to complete this report.
    a. This report will also contain the compiled quarterly reports from all committees submitted at the end of the year and will be distributed out to Executive Cabinet members as needed.
2. The ASUCR Executive Director will be responsible for filing/storing this year end report.

Section 6. Leadership Transition
At the end of the academic year, all ASUCR Elected Officials will-

1. Be responsible for hosting a ASUCR Leadership Succession Summit for Incoming and Outgoing Executive Officers and Senators to better understand the duties/responsibilities of each job position and plan for a smoother transition of power. If unable to attend the ASUCR Leadership Succession Summit, then the predecessor and successor must have at least one 1 on 1 meeting before the end of the academic year.
2. Be responsible for creating and distributing an exit survey to assist the incoming ASUCR Elected Officials with their new roles and responsibilities.
3. Be responsible for writing and submitting a letter to their successor, which should include relevant information on any completed/outstanding projects from the year, transition questions, and any additional information essential to the job position.
4. The ASUCR President is responsible for coordinating with ASUCR Executive Director to ensure a smooth transition of powers is planned and implemented.

Updated Winter 2019
Updated Spring 2023 (SB-S23-010)
Updated Spring 2024 (SB-S24-005: Adopting Formatting)
Updated Fall 2024 (SB-F24-017: Transparent Committee Documentation)
Updated Fall 2024 (SB-F24-021: Bill to Reorder Bylaws)
Updated Winter 2025 (SB-W25-006) - Removed bylaw chapter and required renumbering of following chapters