

CHAPTER IV

Office of the Executive Vice President (EVP)

[Section 1. Governance](#)

[Section 2. Term](#)

[Section 3. Purpose](#)

[Section 4. Senate Meetings](#)

[Section 5. Duties and Description](#)

[Section 6: Duties of Head of Staff](#)

[Section 7: Duties of Senate Secretary](#)

[Section 8: Duties of Parliamentarian](#)

[Section 9: Duties of Sergeant-at-Arms](#)

[Section 10: Duties of Senate Internship Director](#)

[Section 11: Appointment, Removal and Vacancy](#)

Section 1: Governance

This Chapter, in conjunction with the ASUCR Constitution, shall govern the administrative and legislative duties of the Executive Vice President (EVP) of ASUCR, along with the staff, and the interns under this office.

Section 2: Term

The Executive Vice President shall be elected in the ASUCR General Elections according to the provisions outlined in the ASUCR Constitution and Bylaws. The Executive Vice President shall serve for one year beginning the day following commencement.

Section 3: Purpose

The Executive Vice President will ensure that all ASUCR Senate operations run smoothly by providing a clear means of communication with the Senate, ASUCR President and Professional Staff. The Executive Vice President will also ensure that all operations of the Legislative Branch run smoothly on a day to day basis, monitor Senatorial progress and performance and ensure that Senate Meetings run smoothly and efficiently.

Section 4: Senate Meetings

Meetings of the Senate shall occur on a weekly basis, and include all regular and emergency meetings of the Student Senate as called by the Executive Vice President. Senate meeting shall be held in accordance with Robert's Rules of Order, Newly Revised, as the Governing Rules, unless otherwise specified along with the discretion of the Executive Vice President or chair of the meeting in the best interest of the Senate and students.

Section 5: Duties and Description

The Executive Vice President shall-

1. Preside over all meetings of the Senate;
2. Compile all items necessary for the conduct of a Senate meeting and disperse all items to the Senate forty-eight (48) hours in advance through email, except in the case of an emergency, such as imminent project deadlines, sickness, in cases of a holiday occurring 48 hours prior to a meeting, or as the Senate otherwise determines. This shall include, but not be limited to-
 - a. An agenda;
 - b. Minutes of the previous meeting;
 - c. The written reports of the committees to be approved by the Senate;
 - i. The Executive Vice President shall not be held accountable for the timely submission of minutes by officers or committee chairs, and shall have the sole discretion to present an agenda with the minutes they have received in order to have an agenda by the 48 hour deadline.

3. The written reports of the officers;
4. All legislation from the Legislative Review Committee to be approved by the Senate;
5. Compile the minutes for all meetings of the Senate and have them posted to the website;
6. Compile the office hours for all Senators and Officers each quarter to be sent to and posted by the Vice President of Marketing and Promotions;
7. Take minutes for all meetings of ECAB Summer Powers and have them posted to the website;
8. Be responsible for organizing and executing each annual Highlander Orientation Tabling Session with the consultation of the ASUCR President and the help of the Executive Cabinet; (Senate is not in session during summer)
9. Be responsible for ordering ASUCR clothing and other items for all members of Senate, Staff, interns, and anyone else who is considered a part of the ASUCR Organization, for Senate meetings and ASUCR events;
10. Be responsible for publicizing all ASUCR Senate Meetings no later than 48 hours in advance through at least one (1) of the following:
 - a. Social media (Linktree, Instagram)
 - b. Email
 - c. Outside Senate Chambers
 - d. Public Announcements
11. Be responsible for publicizing and recognizing all Senators during the year (i.e. Senator of the Month, HUB billboards, etc.);
12. Be responsible for requesting, compiling, organizing, and posting online press releases each quarter for all members of Senate (Senators, Directors, and ECAB) (i.e. Senate in Seconds series);
13. Ensure that all Senators are meeting with their college deans, and that all Senators are working towards providing greater assistance to their respective constituents by putting together resources that their respective colleges can benefit from being college specific representatives;
14. Oversee that Senator representatives are meeting with college specific committees per Chapter XXI of these bylaws; - Pro-Tempore of the Bylaws.
15. Call such special meetings of the Senate as they may deem necessary;
16. Conduct and organize the annual swearing ceremony for all newly elected ASUCR Officials with the ASUCR President during Fall Quarter;
17. Designate, motivate, and organize the Senators in the involvement of student advocacy within the ASUCR;
18. Perform all duties as the Senate may designate;
19. Be responsible for holding three quarterly individual meetings with senators of each college to discuss performance, goals, organization, and to assist Senators in executing their plans; plans/motivating each Senator (known as Senator "One On Ones")
20. Be well versed in Parliamentary Procedure using Robert's Rules of Order, Newly Revised, as the Governing Rules, unless otherwise specified;
21. Be responsible for planning and executing the Fall Retreat;
22. Be responsible for planning and executing the ASUCR Annual Banquet
23. Chair all EVP Staff Meetings. The EVP Staff shall consist of the Executive Vice President, Head of Staff, Senate Secretary, Parliamentarian, Senate Internship Director, Sergeant-at-Arms and two freshman fellows;
24. Oversee the staff members of the Executive Vice President's office (see above) in all facets of their respective duties;
25. Be a member of the Associated Students Executive Cabinet;
26. Be responsible for ensuring that ASUCR is up to date with the most recent information by providing clear communication, emails, etc. to all members of ASUCR, including professional staff, and also to the campus as necessary;
27. Be responsible for the scheduling of the ASUCR Senate Chambers, which includes reserving it only for ASUCR official events or meetings;
28. Allocate funding for Senator Town Halls, Projects, and/or Events;
29. Approve Senator payroll.

30. Host two (2) events throughout the year (with the help of senators and other executive cabinet members) that will allow students to meet their elected officials and show further transparency of the organization (i.e. ASUCR Open House, ASUCR Week, etc.).
31. Sit on one campus-wide committee as designated by the Personnel Director.
32. Ensure that all Senators are meeting the town hall deadlines, as stated in Chapter II of these Bylaws. Enforcement of all deadlines shall be at the discretion of the Executive Vice President.
33. Hold three training sessions for the Senate Interns with President Pro Tempore and Senate Internship Director.
34. Be required to attend all ASUCR Senate Town Hall meetings;
35. Hold a Quarterly Reflection meeting with all 18 senators following all three (Fall, Winter, Spring) quarters. To check-in on senators progress and have a open conversation/dialogue about their term;
36. Must be available for Senators outside of designated office hours;
37. Provides oversight for the Senator Report Revision System which allows for senator to make minor edits to their published Senator Reports following the submission deadline;
38. Is in charge of gathering all ASUCR officials (Senate, Directors, ECAB) for the annual ASUCR portrait;
39. Is in charge of individual Senator portraits.
40. Shall plan and execute social or bonding events for Senators;
41. Shall coordinate with the Head of Staff, Senate Secretary, Vice President of Marketing and Promotions, and the Highlander for Senate Meeting transcripts, recordings, comments, and concerns
42. Shall be responsible for collecting all materials from the Executive Cabinet and Extended Cabinet for the State of the Association;
43. Shall ensure that Senators are meeting their one event per term requirement and will oversee and provide assistance to Senators.
44. Shall assist and oversee the College Senators respective Instagram account
 - a. Shall have the login information along with professional staff that will be transitioned to the incoming Executive Vice President to be shared with the new cohort of Senators.

Section 6: Duties of the Head of Staff

The duties of the Head of Staff shall be:

1. Serve as assistant to the Executive Vice President;
2. Be responsible for assisting the Executive Vice President in running organized and efficient Senate Meetings.
3. Assist in the oversight of the actions of the ASUCR Senate;
4. Manage the Executive Vice President's schedule along with the Senate Secretary
5. Be responsible for overseeing the Executive Vice President's public statements, press releases, and overall transparency from the Executive Vice President's office.
6. Be responsible for promoting and publicizing the Office of the Executive Vice President, including Senators by working closely with campus departments/ex-officios
7. Be responsible for outreaching to all ASUCR Ex-Officios each quarter
8. Assist the Executive Vice President in all events and programs hosted by the Office of the Executive Vice President
9. Perform all duties as prescribed by the Executive Vice President and/or the Student Senate.
10. Shall coordinate with the Senate Secretary, and the Vice President of Marketing and Promotions for Senate Meeting transcripts, recordings, comments, and concerns
11. Aid the Executive Vice President in drafting speeches, press releases, and State of the Association
12. Aid the Head of Staff in managing the Executive Vice President's schedule as deemed necessary
13. Qualifications:
 - a. The Head of Staff must be an undergraduate, and must be a currently enrolled student, except for Summer Quarter, of UCR during their term in office;

- b. The Head of Staff must have been in attendance for a cumulative total of at least one academic quarter prior to serving in office;
- c. The Head of Staff shall be a student in good academic standing with the University;
- d. If at any time the Head of Staff should violate any of these qualifications then the position of the Head of Staff shall be considered vacant;
- e. The Executive Vice President upon learning that the position of the Head of Staff is vacant, shall announce at the next regular Senate Meeting that the vacancy exists.

Section 7: Duties of the Senate Secretary

The Senate Secretary Duties:

1. Perform any typing, collating, securing reservations, proof reading, sales of ASUCR materials, or other clerical duties;
2. Research, gather, store, and distribute information as prescribed by the corresponding Executive Officer by the Student Senate.
3. Perform any other assistant duties requested by the corresponding Executive Officer or by the Student Senate.
4. Take minutes at all biweekly Senate Meetings & post Senate Meetings
5. Shall coordinate with the EVP Head of Staff, and Vice President of Marketing and Promotions for Senate Meeting transcripts, recordings, comments, and concerns.

Section 8: Duties of the Parliamentarian

Parliamentarian Duties:

1. Parliamentarian needs to Have a working knowledge of "Robert's Rules of Order, Newly Revised, the current edition;
2. Parliamentarian Must attend all Senate Meetings unless otherwise noted by the Executive Vice-President;
3. To Work with the Executive Vice-President on all matters concerning procedure, as are described in these Bylaws or Robert's Rules of Order, Newly Revised, the current edition;
4. To Perform all other duties as assigned by the Executive Vice President and/or Senate;

Section 9: Duties of Sergeant-at-Arms

1. Description - The sergeant at arms has various duties, but is primarily responsible for organizing meetings, following protocols and keeping elected members in order.
2. Sergeant-at-Arms duties include:
 - a. Setup of the venue (i.e. Senate Room, Tartan & Tweed, etc), prior to the meeting. This includes equipment organization, room set-up, and other related tasks.
 - b. Briefing new members/guests at meetings on protocol and procedure.
 - c. Ensuring that only authorized members are present in closed session meetings.
 - d. Keeping order during meetings, including delivering warnings to disruptive members and ejecting them from the meeting, should the need arise.
 - e. Collecting ballots, tallying votes alongside the EVP, and recording attendance during meetings, along with any other administrative tasks prescribed by the Executive Vice President.
 - f. Limiting cell phone use among elected officials during Senate meetings and/or State of the Association.
 - g. Being responsible for the maintenance of the ASUCR Senate Chambers which includes notifying the ASUCR Executive Director of any faulty or broken equipment, and maintaining cleanliness in the room at all times;
 - h. Overseeing cleanup process after meetings, either alone or with the help of elected members. The Sergeant-at-Arms will pack up equipment & materials, restore the room to its original state and safely store any equipment or materials used during the meeting.
 - i. Reporting directly to the Executive Vice President. If both the President & Executive Vice President are absent, the Sergeant-at-Arms will report to whoever is next in the line of succession.

Section 10: Duties of the Senate Internship Director

The duties of the Senate Internship Director shall be:

1. Be responsible alongside the Executive Vice President and President Pro Tempore for the Senate Internship Program (See chapter 46);
2. Assist in the oversight of the Senate Internship Program and assist the Executive Vice President in Senate Intern meetings and the collection of Senate Interns' reports.
3. Provide monthly reports to the Executive Vice President with updates of the Senate Internship Program
4. Hold a minimum of two Senate Internship meetings and/or training sessions each quarter, with Executive Vice President and President Pro Tempore.
5. To Serve as an aid to the Executive Vice-President in preparing for Senate meetings and Senate Intern Training (see Chapter 46);
6. Hold quarterly check in meetings "One-on-Ones" with every Senate Intern
7. Hold a minimum of two office hours weekly for Senate Interns to attend
8. Shall plan and execute social or bonding events for Senate Interns
9. Hold press releases for Senate Interns, including but not limited to, Senate Intern of the Month.

Section 11: Appointment, Removal and Vacancy

Failure to meet basic eligibility requirements may result in an Officer being censured per Chapter XXIII of these bylaws. Other, more egregious actions may result in impeachment per the ASUCR Judicial Code.

Updated Winter 2017

Updated Fall 2017

Updated 11/20/17 (Summer Powers)

Updated Spring 2018

Updated Spring 2019

Updated Fall 2020

Updated Spring 2021

Updated Fall 2021

Updated Winter 2022

Updated Spring 2022

Updated Winter 2023 (Interim Exec. Director O'Brien)

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Updated Spring 2024 (SB-S24-005: Adopting Formatting)

Updated Fall 2024 (SB-F24-021: Bill to Reorder Bylaws)

Updated Spring 2025 (SB-S25-005: Updating Cohesion of EVP Requirements)

Updated Spring 20215 (SB-S25-021: Amendment of EVP Bylaws)