

SENATE BILL
[NUMBER - *SB-F20-012*]

PRIMARY AUTHOR(S)	Lina Nguy (CNAS Senator) Alyssa Marchan (CHASS Senator) Natalie Hernandez (Executive Vice President)
SECONDARY AUTHOR(S)	
SPONSOR(S)	
TITLE	General Updates to Chapter X Executive Vice President

BACKGROUND

The purpose of this bill is to amend Chapter 10 and clarify general updates regarding the Executive Vice President's position. In the Constitution, it states that weekly Senate meetings must be advertised no later than 24 hours in advance via social media, and shall be presented in EVP bylaws. Furthermore, we removed the section about prescribing fines if members are being disruptive or in severe violation of protocol. Students should not be fined for minor discrepancies as there are more efficient ways to counteract them. We also added that the three quarterly meetings with Senators must be individual meetings rather than groups so that the EVP has a better understanding of what each Senator is doing and what they need assistance with. We also implemented that the EVP should sit in at least one committee. For example, they can sit under one of the Academic Senate committees to help be a voice for students. In addition to all these updates, we also made minor grammar edits.

THE ASUCR SENATE HEREBY AMENDS CHAPTER X (10) OF THE ASUCR BYLAWS AS FOLLOWS,

CHAPTER X
Executive Vice President

Section 1:

This Chapter, in conjunction with the ASUCR Constitution, shall govern the administrative and legislative duties of the Executive Vice President (EVP) of ASUCR, 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.

Section 5:

Duties and Description - The Executive Vice President shall-

- (a) Preside over all meetings of the Senate;
- (b) 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-
 - (i) An agenda;
 - (ii) Minutes of the previous meeting;
 - (iii) The written reports of the committees to be approved by the Senate;
 - A. 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.
 - (iv) The written reports of the officers;
 - (v) All legislation from the Legislative Review Committee to be approved by the Senate;
- (c) Compile the minutes for all meetings of the Senate and have them posted to the website;

- (d) Compile and post the office hours for all Senators and Officers each quarter;
- (e) Take minutes for all meetings of ECAB Summer Powers and have them posted to the website;
- (f) 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)
- (g) Be responsible for ordering ASUCR clothing and other items for all members of Senate, Staff, interns, freshman fellows, and anyone else who is considered a part of the ASUCR Organization, for Senate meetings and ASUCR events;
- (h) Be responsible for publicizing all ASUCR Senate Meetings **no later than 48²⁴** hours in advance

through at least one (1) of the following:

(i) Social media (Linktree, Instagram)

(ii) Email

(iii) Outside Senate Chambers

Be responsible for publicizing and recognizing all Senators during the year (i.e. Senator of the Month, HUB Bill boards, etc.);

- (i) Be responsible for requesting, compiling, organizing, and posting online press releases each quarter for all members of Senate (Senators, Directors, and ECAB);
- (j) 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;
- (k) Oversee that Senator representatives are meeting with college specific committees per Chapter XXI of these bylaws; - Pro-Tempore of the Bylaws.
- (l) Call such special meetings of the Senate as they may deem necessary;
- (m) Conduct and organize the annual swearing ceremony for all newly elected ASUCR Officials with the ASUCR President during Fall Quarter;
- (n) Designate, motivate, and organize the Senators in the involvement of student advocacy within the ASUCR;
- (o) Perform all duties as the Senate may designate;
- (p) Be responsible for holding **three** quarterly ~~group~~ **individual** meetings **s** 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”)

- (q) Be well versed in Parliamentary Procedure using Robert's Rules of Order, Newly Revised, as the Governing Rules, unless otherwise specified;
- (r) Be responsible for planning and executing the Fall Retreat;
- (s) Be responsible for planning and executing the ASUCR Annual Banquet
- (t) Chair all EVP Staff Meetings. The EVP Staff shall consist of the Executive Vice President, Senate Secretary, Parliamentarian, Executive Assistant, and two freshman fellows;
- (u) Oversee the staff members of the Executive Vice President's office (see above) in all facets of their respective duties;
- (v) Be a member of the Associated Students Executive Cabinet;
- (w) 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;
- (x) Be responsible for the scheduling of the ASUCR Senate Chambers, which includes reserving it only for ASUCR official events or meetings;
- (y) Allocate funding for Senator Projects; (Senator Projects can include, but are not limited to: Town Hall Events, Senator Programs [i.e. Hugs for Scotty], etc.).
- (z) Approve Senator payroll.
- (aa) Assign two Ethnic and Gender programs to each Senator by Week zero (0) of Fall Quarter per Chapter II of these bylaws.
- (ab) Establish ad hoc committees that address campus issues.
- ~~(ac) Prescribing fines if members are being disruptive or in severe violation of protocol.~~
- (ad) 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. Meet the Senators, ASUCR Open House, etc.).
- (ad) The Executive Vice President should sit on one campus-wide committee as designated by the Personnel Director.

Section 6:

The duties of the Executive Assistant shall be:

- (a) Be responsible for assisting the Executive Vice President in running organized and efficient Senate Meetings.

- (b) Be responsible **in** for overseeing the Executive Vice President's public statements, press releases, and overall transparency from the Executive Vice President's office.
- (c) Be responsible for promoting and publicizing the Office of the Executive Vice President, including Senators by working closely with campus departments/ex-officios
- (d) Be responsible for outreaching to all ASUCR Ex-Officios each quarter
- (e) Assist the Executive Vice President in all events and programs hosted by the Office of the Executive Vice President
- (f) Perform all duties as prescribed by the Executive Vice President and/or the Student Senate. Executive Assistant - Section A. Subsection 4. under Article IV. Executive Branch

Qualifications:

- (a) The Executive Assistant must be an undergraduate, and must be a currently enrolled student, except for Summer Quarter, of UCR during their term in office;
- (b) The Executive Assistant must have been in attendance for a cumulative total of at least one academic quarter prior to serving in office;
- (c) The Executive Assistant shall be a student in good academic standing with the University;
If at any time the Executive Assistant shall be a student in good academic standing with the University;
- (d) If at any time the Executive Assistant should violate any of these qualifications then the office of the Executive Assistant shall be considered vacant;
- (e) The Executive Vice President upon learning that the office of the Executive Assistant is vacant, shall announce at the next regular Senate Meeting that the vacancy exists.

Section 7:

The Senate Secretary Duties:

- (a) Perform any typing, collating, securing reservations, proof reading, sales of ASUCR materials, or other clerical duties;

(b) Research, gather, store, and distribute information as prescribed by the corresponding Executive Officer by the Student Senate.

(c) Perform any other assistant duties requested by the corresponding Executive Officer or by the Student Senate.

(d) Take minutes at all biweekly Senate Meetings & post Senate Meetings

Section 8:

Parliamentarian Duties:

(a) Parliamentarian needs to Have a working knowledge of "Robert's Rules of Order, Newly Revised, the current edition;

(b) Parliamentarian Must attend all Senate Meetings unless otherwise noted by the Executive Vice-President;

(c) 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;

(d) To Serve as an aid to the Executive Vice-President in preparing for Senate meetings;

(e) To Perform all other duties as assigned by the Executive Vice President and/or Senate;

Section 9: Sergeant-at-Arms

Description - The sergeant at arms has various duties, but is primarily responsible for organizing meetings, following protocols and keeping elected members in order.

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, among with any other administrative tasks prescribed 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:

Appointment, Removal and Vacancy-

Failure to meet basic eligibility requirements may result in 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

Natalie Hernandez

Executive Vice President

Signed Legislation can be found in the ASUCR Office

INTRODUCED ON - *November 12th, 2020*

COMMITTEE TABLED ON - *November 13th, 2020*

VOTE COUNT - *5-0-0*

COMMITTEE TABLED ON - *November 20th, 2020*

VOTE COUNT - *5-0-0*

COMMITTEE APPROVED ON - *November 30, 2020*

VOTE COUNT - *5-0-0*

SENATE APPROVED ON - *12/2/2020*

VOTE COUNT - *17-0-0*