
SENATE BILL
[NUMBER - *SB-S25-006*]

PRIMARY AUTHOR(S)	Leila Haidar (President Pro Tempore)
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SPONSOR(S)	

TITLE	Deleting Executive Assistants Chapter
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BACKGROUND

This bill deletes Chapter X: Executive Assistants from the ASUCR bylaws based on current association practices, as the position has not existed in several years of the associations' history, as both the Office of the President and Office of the Vice President have their own respective office secretaries. The subsequent chapters of the bylaws shall be renumbered accordingly following the deletion of this chapter.

~~CHAPTER X~~
~~Executive Assistants~~

~~[Section 1. Purpose](#)~~

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Section 1. Purpose

This Chapter shall govern the Assistant(s) to the ASUCR President and Vice Presidents, hereafter referred to as an Executive Assistant.

Section 2. Term

1. Executive Assistant shall serve from the beginning of the appointment by the Executive Officer to the day of commencement, or until a successor is appointed.

Section 3. Qualifications

Qualifications

1. 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;

2. The Executive Assistant must have been in attendance for a cumulative total of at least one academic quarter prior to serving in office;
3. The Executive Assistant shall be a student in good academic standing with the University;
4. The Executive Assistant shall be subjected to the representative standards as prescribed in Article III, Section B of the Constitution.

Section 4. Duties

Duties

1. Perform all clerical duties, including but not limited to typing, collating, securing reservations, and proof reading;
2. Research, gather, store, distribute information as prescribed by the corresponding Executive Officer;
3. Perform any other assistant duties requested by the corresponding Executive Officer.

Section 5. Appointment, Removal, and Vacancy

Appointment, Removal, and Vacancy

1. The appointment of an Executive Assistant shall be governed as follows:
 - a. The Executive Assistant of each office shall be appointed by the respective Executive Officer with the compliance of the listed qualifications in Section 3, and shall be announced at the following regularly scheduled Senate meeting;
2. Removal — The removal of an Executive Assistant shall be governed as follows:
 - a. If the Executive Assistant violates any of the listed qualifications as prescribed in Section 3, then the Executive Assistant shall be subjected to automatic removal.
 - b. If the Executive Assistant conducts malfeasance activities or dereliction of duties, then the Executive Assistant shall be subjected to removal at the discretion of the Executive Officer.
3. Vacancy — The vacancy of an Executive Assistant shall be governed as follows:
 - a. The Executive Officer shall announce at the following regularly scheduled senate meeting that the Executive Assistant position is vacant.
 - b. The vacancy shall be filled as prescribed in the appointment process.

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

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

Naia Pizarro

Executive Vice President

Signed Legislation can be found in the ASUCR Office

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