

**SENATE BILL**  
[NUMBER - *SB-F21-005*]

|                            |                                                                                   |
|----------------------------|-----------------------------------------------------------------------------------|
| <b>PRIMARY AUTHOR(S)</b>   | Orlando Cabalo (President Pro Tempore)<br>Mufida Assaf (Executive Vice President) |
| <b>SECONDARY AUTHOR(S)</b> |                                                                                   |
| <b>SPONSOR(S)</b>          |                                                                                   |

  

|              |                             |
|--------------|-----------------------------|
| <b>TITLE</b> | Ethnic & Gender Liaison Act |
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**BACKGROUND**

This senate bill is dedicated to creating a position assigned to keeping consistent communication with the Ethnic and Gender Programs at UC Riverside. In specific this position will be tasked with meeting with the Ethnic & Gender Programs regularly in order to assist in projects between ASUCR and the Ethnic & Gender Programs.

**CHAPTER X**  
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 48 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 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”)
- (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 Town Halls, Projects, and/or Events;
  - (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) 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.

(ae) Shall 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.

## 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: Ethnic & Gender Liaison

Description - This position would serve as a liaison between the Ethnic and Gender Programs and offices and the ASUCR.

#### Qualification/ Preference

- Preferably be an Ethnic and Gender Program Student Staff Member, volunteer, or a lead under an E&G program organization.

#### E&G Liaison Duties Include:

- a. Create a stable relationship between the ASUCR and the 11 Ethnic and Gender Programs by meeting with them once a month.
- b. Create an informational Ethnic and Gender Program report to be presented at every Senate meeting.
  - i. This report will highlight the information after each meeting the liaison has with an E&G program.
- c. Advertise Ethnic and Gender Programs' involvement opportunities, as well as events and programs.
- d. Advertise ASUCR involvement opportunities, as well as events and programs.
- e. Attend quarterly meetings with the Executive Vice President and Senate in order to discuss Ethnic and Gender Program updates and share meeting minutes with the E&G Programs.
- f. Host a quarterly informational event with the Ethnic and Gender programs.

- g. Meet with the diversity council once a quarter.
- h. Host a civic engagement event in collaboration with the external office.
- i. Work with the Campus Partnership Director to conduct collaborative events.
- j. Have an online alternative event for people who cannot attend physical events.
- k. Make a report from ASUCR to the E&G Offices (Share Senator and ECAB/Extended Cabinet reports).

Section ~~10~~**11**:

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*

*Updated Spring 2021*

## **CHAPTER VIII**

### **Stipends and Regulations**

#### **Section 6.**

Stipend Levels

(a) The "maximum stipend levels", as established by the Senate, shall be the base value upon which all stipends will be determined;

(b) The actual dollar amount paid to each stipend position shall be determined by the appropriate maximum stipend level as provided for in subsection (c) and (d) hereof, with the stipend being the percentage of the maximum level.

(c) The following shall be the stipend levels for the Officers of the Associated Students, based on the nine thousand nine hundred dollar (\$9,900) maximum level;

|          |                                                          | <u>Total</u>   | <u>Months Paid</u> |
|----------|----------------------------------------------------------|----------------|--------------------|
| <b>1</b> | <b>ASUCR President</b>                                   | <b>\$9,900</b> | <b>12</b>          |
| 1a       | ASUCR Chief of Staff                                     | \$990          | 9                  |
| 1b       | Executive Secretary                                      | \$990          | 9                  |
| 1c       | Community Relations                                      | \$0            | 9                  |
|          |                                                          |                |                    |
| <b>2</b> | <b>ASUCR Vice President of External Affairs</b>          | <b>\$9,900</b> | <b>12</b>          |
| 2a       | Vice President of External Affairs Chief of Staff        | \$990          | 9                  |
| 2b       | Campus Organizing Director                               | \$1,980        | 12                 |
| 2c       | Government Relations Director                            | \$1,980        | 12                 |
| 2d       | Campus Organizing Director #2                            | \$1980         | 12                 |
| 2e       | Civic Engagement Director                                | \$990          | 9                  |
| 2f       | Labor Relations Director                                 | \$990          | 9                  |
| 2g       | Communications Director                                  | \$990          | 9                  |
| 2h       | Local Relations Director                                 | \$990          | 9                  |
|          |                                                          |                |                    |
| <b>3</b> | <b>ASUCR Vice President of Campus Internal Affairs</b>   | <b>\$9,900</b> | <b>12</b>          |
| 3a       | Vice President of Campus Internal Affairs Chief of Staff | \$990          | 9                  |
| 3b       | Commissioner of Academic Affairs                         | \$990          | 9                  |
| 3c       | Commissioner of Basic Needs                              | \$990          | 9                  |
| 3d       | Commissioner of Diversity (Co-Chair)                     | \$990          | 9                  |
| 3e       | Commissioner of Diversity (Co-Chair)                     | \$990          | 9                  |
| 3f       | Communications Director                                  | \$990          | 9                  |
|          |                                                          |                |                    |
| <b>4</b> | <b>ASUCR Vice President of Finance</b>                   | <b>\$9,900</b> | <b>12</b>          |
| 4a       | ASUCR Finance Committee - Vice Chair                     | \$990          | 9                  |
| 4b       | ASUCR Finance Committee - Secretary                      | \$990          | 9                  |
| 4c       | ASUCR Outreach Director                                  | \$990          | 9                  |
|          |                                                          |                |                    |
| <b>5</b> | <b>ASUCR Executive Vice President</b>                    | <b>\$7,425</b> | <b>12</b>          |
| 5a       | Senate Secretary                                         | \$990          | 9                  |

|           |                                                            |  |                |           |
|-----------|------------------------------------------------------------|--|----------------|-----------|
| 5b        | Senate Parliamentarian                                     |  | \$990          | 9         |
| 5c        | Ethnic & Gender Liaison                                    |  | \$990          | 9         |
| <b>6</b>  | <b>ASUCR VP of Sustainability</b>                          |  | <b>\$9,900</b> | <b>12</b> |
| 6a        | GCAP Vice- Chair                                           |  | \$990          | 9         |
| 6b        | GCAP Marketing & Outreach Director                         |  | \$990          | 9         |
| 6c        | GCAP Programming Director                                  |  | \$990          | 9         |
| 6d        | GCAP Policy Director                                       |  | \$990          | 9         |
|           |                                                            |  |                |           |
| <b>7</b>  | <b>ASUCR Personnel Director</b>                            |  | <b>\$3,960</b> | <b>12</b> |
|           |                                                            |  |                |           |
| <b>8</b>  | <b>ASUCR Marketing &amp; Promo Director</b>                |  | <b>\$3,960</b> | <b>12</b> |
| 8a        | Head Graphic Designer                                      |  | \$1320         | 12        |
| 8b        | Videographer                                               |  | \$1320         | 12        |
| 8c        | Videographer                                               |  | \$990          | 9         |
|           |                                                            |  |                |           |
| <b>9</b>  | <b>ASUCR Elections Director</b>                            |  | <b>\$2970</b>  | <b>9</b>  |
| 9a        | Ballot Technician (Co-Chair)                               |  | \$990          | 9         |
| 9b        | Ballot Technician (Co-Chair)                               |  | \$990          | 9         |
|           |                                                            |  |                |           |
| <b>10</b> | <b>ASUCR Transfer and Non-Traditional Student Director</b> |  | <b>\$2,970</b> | <b>9</b>  |
|           |                                                            |  |                |           |
| <b>11</b> | <b>ASUCR President Pro Tempore</b>                         |  | <b>\$1,485</b> | <b>9</b>  |
|           |                                                            |  |                |           |
| <b>12</b> | <b>ASUCR Senator</b>                                       |  | <b>\$1,485</b> | <b>9</b>  |
|           |                                                            |  |                |           |
| <b>13</b> | <b>Chief Justice</b>                                       |  | <b>\$1,485</b> | <b>12</b> |

(e) In no instance may a stipend exceed the maximum stipend level set in each division.

**Updated Fall 2021**

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**Mufida Assaf**

*Executive Vice President*

Signed Legislation can be found in the ASUCR Office

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**INTRODUCED ON -** *Oct. 6th, 2021*

**FINANCE COMMITTEE APPROVED ON -** *Oct. 6th, 2021*

**VOTE COUNT -** *5-0-1*

**LRC INTRODUCED ON-** *Oct. 8th, 2021*

**VOTE COUNT:** *- 5-0-0*

**SENATE APPROVED ON -** *October 13th, 2021*

**VOTE COUNT -** *14-0-0*