

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 the agenda for all meetings of 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 24 hours in advance
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 a one-on-one meeting with each Senator at least once a quarter 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 and Winter Retreats;
- (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 and maintenance of the ASUCR Senate Chambers, which includes reserving it only for ASUCR official events or meetings, notifying ASUCR Executive Director of faulty or broken equipment, and maintaining cleanliness in the room at all times;
 - (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.

Section 6:

The duties of the Executive Assistant shall be:

- (a) Be responsible in 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 in 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

(e) Take minutes at all ECAB 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 Attend the American Institute of Parliamentarians practicum in January with the Executive Vice-President;
- (e) To Serve as an aid to the Executive Vice-President in preparing for Senate meetings;
- (f) To Perform all other duties as assigned by the Executive Vice President and/or Senate;

Section 9:

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.