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

(a) 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-

(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;

(d) The Executive Assistant shall be subjected to the representative standards as prescribed in Article III, Section B of the Constitution.

Section 4.

Duties-

(a) Perform all clerical duties, including but not limited to typing, collating, securing reservations, and proof reading;

(b) Research, gather, store, distribute information as prescribed by the corresponding Executive Officer;

(c) Perform any other assistant duties requested by the corresponding Executive Officer.
Section 5.

Appointment, Removal, and Vacancy-

(a) The appointment of an Executive Assistant shall be governed as follows:

   (i) 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;

(b) Removal – The removal of an Executive Assistant shall be governed as follows:

   (i) 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.

   (ii) 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.

(c) Vacancy- The vacancy of an Executive Assistant shall be governed as follows:

   (i) The Executive Officer shall announce at the following regularly scheduled senate meeting that the Executive Assistant position is vacant.

   (ii) The vacancy shall be filled as prescribed in the appointment process.