**SENATE BILL**

**[NUMBER** - *SB-F20-006***]**

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| --- | --- |
| **PRIMARY AUTHOR(S)** | Luis Huerta (President) |
| **SECONDARY AUTHOR(S)** | Nelson Aguiar (CHASS Senator) |
| **SPONSOR(S)** |  |

|  |  |
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| **TITLE** | Adding Stipend to Chapter VIII: Stipends and Regulations |

**BACKGROUND**

This senate bill outlines the stipend amount that will be given to the Executive Secretary. The $990 stipend is already available and in the budget, however, the stipend is awarded to the Historian which is no longer active. This bill moves the stipend to the Executive Secretary.

**THE ASUCR SENATE HEREBY AMENDS CHAPTER XII OF THE ASUCR BYLAWS AS FOLLOWS,**

**CHAPTER VIII**

Stipends and Regulations

**Section 1.**

Purpose – This Chapter shall set forth the aims, amounts, philosophy and means of regulations for all stipends paid by the ASUCR, and shall be in addition to any applicable University regulations on stipends.

**Section 2.**

For the purpose of this chapter and all amendments made hereto and for all other motions, resolutions and regulations made by the ASUCR concerning stipends and wages, the following definitions shall apply-

(a) "Wage" is the amount per hour an individual receives for performing a service or duty, the level shall be determined by student assistant series classification;

(b) “Stipend” is a fixed amount paid at regular intervals for duties performed.  A stipend is generally lower than a salary would be, but the recipient is at the same time able to gain experience and knowledge in a leadership position.

**Section 3.**

Time Periods and Duration of the Stipends-

(a) The duration of all stipends is outlined in section 6 (c) and (d) and per individual positions descriptions;

(b) The duration of the executive cabinet stipends shall be a twelve (12) month period beginning the day after commencement, and ending on the last Commencement Day of the following year;

(c) The pay period for stipend positions shall coincide with the University’s bi-weekly schedule.

(d) For all eligible student employees, beginning pay rates shall be in accordance with University Policy.

**Section 4.**

Work-Study - The holder of an hourly position may, if they qualify, apply their work-study program towards their position.

**Section 5.**

Establishment of the Maximum Stipend Levels-

(a) During the final determination of the annual budget report, the Finance Committee shall approve, by vote, the recommended "maximum stipend level" for the Associated Students Officers, and for the other stipends funded by student referenda;

(b) The Finance Committee shall then determine the stipend level amounts for each stipend position as provided in Section 6, subsections (c) and (d) hereof, and the total amount of stipend payments;

(c) A majority vote of the Senate is needed to approve the Finance Committee’s recommended Annual Budget;

**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;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **Total** | **Months Paid** |
| **1** | **ASUCR President** |  | **$9,900** | **12** |
| 1a | ASUCR Chief of Staff |  | $990 | 9 |
| 1b | ~~ASUCR Historian~~ *~~(Inactive -Removed from bylaw Spring 2020)~~* |  | ~~$990~~ | ~~9~~ |
| 1b | Executive Secretary |  | $990 | 9 |
| 1c | Community Relations |  | $0 | 9 |
|  |  |  |  |  |
| **2** | **ASUCR Vice President of External Affairs** |  | **$9,900** | **12** |
| 2a | Vice President of External Affairs Chief of Staff |  | $990 | 9 |
| 2b | Campus Organizing Director |  | $1,980 | 12 |
| 2c | Legislative Affairs Director |  | $1,980 | 12 |
| 2d | Community Director |  | $990 | 9 |
| 2e | Civic Engagement Director |  | $990 | 9 |
| 2f | Labor Relations Director |  | $990 | 9 |
| **3** | **ASUCR Vice President of Campus Internal Affairs** |  | **$9,900** | **12** |
| 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  3f | Commissioner of Diversity (Co-Chair)  Communications Director |  | $990  $990 | 9  9 |
| **4** | **ASUCR Vice President of Finance** |  | **$9,900** | **12** |
| 4a | ASUCR Finance Committee - Vice Chair |  | $990 | 9 |
| 4b | ASUCR Finance Committee - Secretary |  | $990 | 9 |
|  |  |  |  |  |
| **5** | **ASUCR Executive Vice President** |  | **$7,425** | **12** |
| 5a | Senate Secretary |  | $990 | 9 |
| 5b | Senate Parliamentarian |  | $990 | 9 |
|  |  |  |  |  |
| **6** | **ASUCR VP of Sustainability** |  | **$9,900** | **12** |
|  |  |  |  |  |
| **7** | **ASUCR Personnel Director** |  | **$3,960** | **12** |
|  |  |  |  |  |
| **8** | **ASUCR Marketing & Promo Director** |  | **$3,960** | **12** |
| 8a  8b  8c | Head Graphic Designer  Videographer  Videographer |  | $1,320  $1,320  $990 | 12  12  9 |
| **9** | **ASUCR Outreach Director** |  | **$2,970** | **9** |
|  |  |  |  |  |
| **10** | **ASUCR Elections Director** |  | **$2,970** | **9** |
| 10a  10b | Ballot Technician (Co-Chair)  Ballot Technician (Co-Chair) |  | $990  $990 | 9  9 |
| **11** | **ASUCR Transfer and Non-Traditional Student Director** |  | **$2,970** | **9** |
|  |  |  |  |  |
| **12** | **ASUCR President Pro Tempore** |  | **$1,485** | **9** |
|  |  |  |  |  |
| **13** | **ASUCR Senator** |  | **$1,485** | **9** |
|  |  |  |  |  |
| **14** | **Chief Justice** |  | **$1,485** | **12** |

(d) The following shall be the levels for the general stipends funded through the Associated Students Program Board, based on the Eight thousand seven hundred thirty-six dollars ($8,736) maximum level;

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Position/Term** | **Months Paid** | **Total** |
| 1 | ASPB Chairperson (June-May) | 12 | $8,736 |
| 1a | ASPB Vice-Chairperson (June-May) | 12 | $7,644 |
| 2 | ASPB Concerts Director (June-May) | 12 | $6,552 |
| 2a | ASPB Concerts Director (June-May) | 12 | $6,552 |
| 3 | ASPB Special Events Director (July-May) | 11 | $6,006 |
| 3a | ASPB Special Events Director (July-May) | 11 | $6,006 |
| 4 | ASPB Director of Marketing (July-May) | 11 | $6,006 |
| 4a | ASPB Director of Marketing (July-May) | 11 | $6,006 |
| 5 | ASPB Director of Cultural Events (August-May) | 10 | $5,460 |
| 5a | ASPB Director of Cultural Events (August-May) | 10 | $5,460 |
|  | **Position/Term** | **Months Paid** | **Total** |
| 6 | ASPB Director of Films & Lectures (August-May) | 10 | $5,460 |
| 6a | ASPB Director of Films & Lectures (August-May) | 10 | $5,460 |
| 7 | ASPB Director of Marketing (August-May) | 10 | $5,460 |
| 7a | ASPB Director of Marketing (August-May) | 10 | $5,460 |
|  |  |  |  |

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

**Section 7.**

Procedures on Changing Stipend Amounts -

(a) A written request to change a stipend(s) must be sponsored by two senators and sent to the Legislative Review Committee (LRC).  Documentation shall include budgets showing prior and proposed stipend amounts;

(b) The LRC may amend any proposed changes without changing the proposed amount.  A signature is required from the chair of the LRC committee for approval at which time a report is sent to all Senators for consideration;

(c) Once the proposal has been approved by the LRC, it is sent to the Finance Committee. The Finance Committee reviews the prior and proposed budget. A two thirds (2/3) majority vote of the committee and the signature of the Vice President of Finance is required for approval;

(d)  Once the proposal has been approved by the Finance Committee, it becomes a Finance Committee Report item for Senate approval.  The Senate must approve the stipend proposal by a 2/3-majority vote;

(e ) If the change is denied at any level, an explanation will be given as to why.  Stipend changes may be re-submitted with amended amounts;

(f) Stipend increases shall not exceed 25% of existing stipend and may not be considered for a review before three (3) years since the last stipend increase;

(g)  Stipend increases that exceed 25% or are requested in less than three (3) years per (f) above, must be allowed only under exceptional circumstances which must be approved by 2/3 vote of the ASUCR Senate.

(h) Varying stipends/wages of any elected representatives of any/every branch of ASUCR shall not take effect until the next elected term begins for ASUCR.

i) Chapter VIII Section 7 part (h) shall not apply for the creation of new stipend positions or apply for any non-elected member of ASUCR.

**Section 8.**

Additions and Deletions of Stipend Positions-

(a) No position include in Section 6, sub-sections (c) and (d) hereof may be deleted except at the end of the fiscal year;

(b) Similarly, no position may be added to Section 6, sub-sections (c) and (d) hereof except at the beginning of a fiscal year, and the process outlined in Section 7 is followed; or when Senate deems appropriate;

(c) Section 6, sub-sections (c) and (d) shall constitute amendments to these Bylaws and shall be handled procedurally as such;

(d) The Provisions of this section shall not prevent the Senate from resolving amendments to Section 6, sub-sections (c and d) during the regular academic year, if such resolution provided that its term shall not take effect until the time required by the provisions of this Section.

(e) For additions, justification is needed as well as a job description with duties clearly defined.  In the case of a non-paid position becoming paid, justification for pay and updated job description with additional duties must be completed. These additions must be approved through the ASUCR Finance committee and added to the Finance Report for senate approval.

**Section 9.**

Temporary Stipend Positions - The Senate may, upon recommendation of the Finance Committee, provide for temporary stipend positions, setting forth in the form of a resolution the name of the position and the stipend level for that position. But under no circumstances shall that temporary stipend position continue beyond the end of the fiscal year, nor shall such resolution constitute, an addition to Section 6, sub-sections (c) and (d) hereof. Further, under no circumstances may a resolution creating a temporary stipend position be used to increase or decrease the stipend level of any position provided for in Section 6, sub-sections (c) and (d) hereof.

**Section 10.**

Summer Stipends –

ASUCR Officers/Directors who have 12 month stipends will be required to come into the ASUCR office during the Summer months. Required Summer hours should be established by the ASUCR Executive Cabinet during their first meeting, which shall occur no later than two weeks after the Commencement previous to their position beginning. If an officer/director is unavailable to come into the office during the Summer, they will not receive their stipend until which time they can be physically in the office fulfilling their duties. Working remotely will only be tolerated during potential vacation periods not to exceed 2 weeks total for the Summer. Summer vacation time off (1 week or more away from the office) should be planned in advance, and be reported to the ASUCR Executive Director.

Summer attendance should be carefully considered of any student wishing to run for a 12-month office, as 12-month positions necessitate Summer projects and other important work to be completed.

**Section 11**

Non-elected students who are hired to paid positions within ASUCR shall not have their pay suspended for any disciplinary reason. If they choose to take (or are assigned) a personal leave of absence without pay, it must be put in writing and signed by both parties. If one party fails to sign the agreement, the student must either continue to work or resign/be terminated.

**Signed Legislation can be found in the ASUCR Office**

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**Natalie Hernandez**

*Executive Vice President*

**INTRODUCED ON -** *October 21st, 2020*

**COMMITTEE APPROVED ON -** *October 23, 2020*

**VOTE COUNT -** *6-0-0*

**SENATE APPROVED ON -** *Fill in here*

**VOTE COUNT -** *Fill in here*