

## CHAPTER XII

### Office of the Vice-President of External Affairs

#### SECTION 1: Purpose

A. This Chapter shall govern the structure of the Office of the Vice-President of External Affairs as a body under the elected Vice-President of External Affairs of the Associated Students of the University of California at Riverside (ASUCR).

B. The Office of the Vice-President of External Affairs is responsible for legislative advocacy, campus organizing, vote efforts, community efforts as well as statewide and nationwide affairs. This is in line with the role of the Vice-President of External Affairs (VPEA) as the official student representative in all external affairs of the ASUCR.

C. The Office of the VPEA shall consist of an External Affairs Executive Committee—under the direct supervision of the VPEA and the External Affairs Chief of Staff—as well as the Highlander Lobby Corps, Highlander Action Committee, and Highlander Vote Coalition—which shall be under the direct supervision of the Legislative Affairs Directors, Campus Organizing Directors, and Vote Director, respectively.

#### SECTION 2: Composition and Terms

A. The External Affairs Executive Committee shall consist of the VPEA, the External Affairs Chief of Staff, one Legislative Affairs Director, one Campus Organizing Director, one Vote Director, one Community Director, two ASUCR Senators, and two First-Year Fellows. (This clause will begin starting in the 2016-2017 academic year).

a. The VPEA shall be elected by the student body as per the Constitution and Chapter VII of the Bylaws of the ASUCR and paid to serve a twelve-month term.

b. The External Affairs Chief of Staff, Legislative Affairs Directors, Campus Organizing Directors, Community Director and Vote Director shall be appointed by the VPEA and paid to serve nine-month terms. The External Affairs Legislative Affairs Director and Campus Organizing Director shall be appointed by the VPEA and paid to serve twelve-month terms.

c. The ASUCR Senators shall be appointed by the Personnel Director and ratified by the VPEA, if they are not able to attend more than 2 meetings a quarter then a different Senator must take their place for that respective quarter. This committee shall count as an ASUCR Standing Committee.

d. The First-Year Fellows shall be appointed by the VPEA through the First-Year Fellowship Program to serve unpaid nine-month terms. The quantity of First-Year Fellows shall be at the discretion of the VPEA but shall be restricted to a minimum of two and a maximum of four.

B. The Highlander Lobby Corps shall consist of the two Legislative Affairs Directors, National Affairs Officer, Local Affairs Officer, Communications Officer and any interested students.

a. The National Affairs Officer, Local Affairs Officer, and Communications Officer shall be appointed by the VPEA to serve unpaid nine-month terms.

- b. There shall be no cap as to the number of students that are allowed to participate in the Highlander Lobby Corps.
- C. The Highlander Action Committee shall consist of the Campus Organizing Director, Labor Officer, Diversity Officer, Regional Officer, and any interested students.
  - a. The Labor Officer, Diversity Officer, and Regional Officer shall be appointed by the VPEA to serve unpaid nine-month terms.
  - b. There shall be no cap as to the number of students that are allowed to participate in the Highlander Action Committee.
- D. The Highlander Vote Coalition shall consist of the Vote Director, Coalitions Officer, Volunteer Officer, Marketing Officer, and any interested students and organizations.
  - a. The Coalition's Officer, Volunteer Officer, and Marketing Officer shall be appointed by the VPEA to serve unpaid nine-month terms.
  - b. There shall be no cap as to the number of students or organizations that are allowed to participate in the Highlander Vote Coalition.
- E. The Community Relations Committee shall consist of the Community Relations Director. Officers shall be appointed at the Community Relations Directors discretion.

### SECTION 3: Governance of the External Affairs Executive Committee, Highlander Lobby Corps, Highlander Action Committee, and Highlander Vote Coalition

- A. Under the direct supervision and governance of the VPEA, the External Affairs Executive Committee shall dictate the general operations of the Office of the Vice-President of External Affairs.
- B. The External Affairs Executive Committee shall act as the umbrella committee under which the Highlander Lobby Corps, Highlander Action Committee, and Highlander Vote Coalition shall be governed.
- C. Before assuming an appointed or elected position in the External Affairs Office, the officer must read their respective duties. There must be a thorough understanding of the transition binders that are to be updated at the end of every academic year.

### SECTION 4: Qualifications

- A. This Section shall establish the qualifications of all members of the Office of the Vice-President of External Affairs.
  - a. At no point may these qualifications be suspended or waived and this Section shall, in effect, supersede any previously established qualifications.
- B. The Vice-President of External Affairs is elected by the student body as a member of the ASUCR Senate through the Executive Cabinet and shall meet all qualifications as set forth by the ASUCR constitution and bylaws, and the following:
  - a. The Vice-President of External Affairs must have a minimum nine-month paid experience in ASUCR.
- C. The External Affairs Chief of Staff, all Directors, and all Officers, just as the VPEA, shall be undergraduate students of the University of California at Riverside enrolled full-time during their terms of office, and shall be in good academic standing both quarterly and cumulatively.

- D. Should any vacancy arise in the Office of the Vice-President of External Affairs, the VPEA must inform the ASUCR Senate of this vacancy.
- E. Following a vacancy for the VPEA this information, the Executive Vice President must immediately contact the alternate. In the case that all alternates decline, then it may proceed to an appointment process. The appointment process will proceed as outlined in the Elections Code.

#### SECTION 5: Duties of the Vice-President of External Affairs

- A. The VPEA shall act as the official representative of the student body of the University of California at Riverside through all external affairs of the ASUCR.
- B. The VPEA shall be responsible for reporting to Senate on all issues and actions concerning ASUCR on the local, statewide, and national levels.
- C. The VPEA shall attend all public meetings of the Senate in their entirety as a member of the Executive Cabinet.
  - a. Excuses shall only be granted to the VPEA through the process by which all Senators receive excuses from the Executive Vice-President.
  - b. Upon receiving an excuse from the Executive Vice-President, the VPEA may designate a proxy solely for the purposes of reporting to the Senate and not with the ability to make any motions or participate in discussions aside from the report of the Vice-President of External Affairs.
- D. The VPEA shall act as the official and sole voting representative of the ASUCR on the University of California Student Association (UCSA) Board of Directors and attend all meetings thereof in their entirety.
  - a. As such, the VPEA shall sit on the Undergraduate Committee, University Affairs Committee and System-wide Committee of the UCSA Board of Directors.
  - b. At no point shall anyone else assume this position except at which point the VPEA chooses to designate a proxy as per the Bylaws of the UCSA Board of Directors.
- E. The VPEA shall act as the sole authorized signature for all financial requests submitted to the Vice President of Finance involving the budget of the Office of the Vice-President of External Affairs, Student Voice Initiative (SVI) funds, and UCSA student fees.
- F. The VPEA shall, in Spring quarter of every year, prepare and present a budget to the Finance Committee for the next Office of the Vice-President of External Affairs.
- G. The VPEA shall Chair all External Affairs Executive Committee weekly meetings which must be thorough, mandatory and include updates from all committees and appointed individuals.
- H. The VPEA shall have final jurisdiction in the appointment of all other members of the Office of the Vice-President of External Affairs.
- I. The Senate may prescribe additional duties to the VPEA, to a reasonable extent.
- J. The VPEA must hold 1-on-1s with appointed staff at least biweekly.

#### SECTION 6: Duties of the External Affairs Chief of Staff

- A. Chapter XVII of the Bylaws of the ASUCR, which allows for the establishment of Executive Assistants for Executive Cabinet members, shall be interpreted as allowing the VPEA to establish an External Affairs Chief of Staff position.

B. The External Affairs Chief of Staff shall act as Vice-Chair of the External Affairs Executive Committee.

a. In this capacity, the External Affairs Chief of Staff shall assume the role of Chair upon the absence of the VPEA.

b. The External Affairs Chief of Staff shall be in charge of taking minutes during all External Affairs Executive Committee meetings and distributing these minutes to all members of the committee within one week.

C. The External Affairs Chief of Staff shall be responsible for managing all staff members of the Office of the Vice-President of External Affairs, collecting the reports thereof, and acting as intermediary between the VPEA and his/her/their staff as deemed necessary by the VPEA.

D. The External Affairs Chief of Staff shall be in charge of coordinating press releases by the VPEA to the media.

E. The External Affairs Chief of Staff shall manage the schedule of the VPEA

F. The External Affairs Chief of Staff shall serve as assistant to the VPEA and shall perform all other duties related to the work of the office as prescribed by the VPEA

#### SECTION 7: The External Affairs Executive Committee

A. The External Affairs Executive Committee shall be established for the purposes of ensuring that all components of the Office of the Vice-President of External Affairs work efficiently in conjunction with one another. The committee shall do so by facilitating a pathway for the VPEA to convey his/her/their directives to all staff members and for communication between said staff members in order to achieve these directives.

B. At no point shall the External Affairs Executive Committee be interpreted as replacing or superseding the VPEA in any external affairs of ASUCR.

#### SECTION 8: The Highlander Lobby Corps

A. The Highlander Lobby Corps shall act as the body of ASUCR responsible for lobbying elected officials on behalf of students at the University of California at Riverside on all levels of government.

B. The Highlander Lobby Corps shall be at the directive of the VPEA, but shall be directly supervised and coordinated by two Legislative Affairs Directors. a. The Legislative Affairs Directors, in conjunction with the National Affairs Officer, Local Affairs Officer, and Communications Officer, shall act as the executive board of the Highlander Lobby Corps.

C. The Highlander Lobby Corps should seek to actively cooperate and coordinate with other organizations on campus including, but not limited to, the Graduate Student Association and the Ethnic and Gender Programs offices.

D. The Highlander Lobby Corps shall meet, at minimum, bi-weekly beginning after the first Senate meeting of every quarter.

E. The Highlander Lobby Corps shall plan at least 2 lobby visits within the academic year, not including the Sacramento Lobby Conference.

## SECTION 9: Duties of Members of the Highlander Lobby Corps

- A. The VPEA shall appoint a Legislative Affairs Director.
  - a. The Legislative Affairs Director shall act primarily as Highlander Lobby Corps Director and shall act primarily as Legislative Liaison to the UCSA Board of Directors. i. The Highlander Lobby Corps Director shall act as Chair of the Highlander Lobby Corps and, in turn, be in charge of the day-to-day operations of the Highlander Lobby Corps.
    - i. The Legislative Liaison shall attend all meetings of the Legislative Committee of the UCSA Board of Directors.
  - b. The Legislative Affairs Director shall jointly oversee all legislative issues and actions of ASUCR at the local, statewide, and national levels.
  - c. The Legislative Affairs Director shall jointly coordinate the delegations of ASUCR to the UCSA Student Lobby Conference and United States Student Association (USSA) Legislative Conference.
- B. The VPEA shall appoint a National Affairs Officer, Local Affairs Officer, and Communications Officer.
  - a. The National Affairs Officer shall:
    - i. Be allowed to network with the USSA Board of Directors as the official representative of ASUCR in the absence of the VPEA.
    - ii. Report to the VPEA any and all actions taken by the USSA Board of Directors and federal affairs legislatively.
    - iii. Perform all other duties as prescribed by the VPEA.
  - b. The Local Affairs Officer shall:
    - i. Track voting records of all elected officials in all areas that contain and surround the University of California at Riverside.
    - ii. Attend all meetings of the Riverside City Council and report any activity that may potentially affect students of the University of California at Riverside.
    - iii. Perform all other duties as prescribed by the VPEA.
  - c. The Communications Officer shall:
    - i. Maintain communication with the Lobby Corps of the Associated Students of other University of California campuses that have them.
    - ii. Manage a schedule for lobbying by the Highlander Lobby Corps.
    - iii. Perform all other duties as prescribed by the VPEA.
- C. Any undergraduate student may join the Highlander Lobby Corps at the discretion of the Legislative Affairs Directors.
- D. Every member of the Highlander Lobby Corps shall be responsible for a minimum of one monthly lobby visit to (an) elected official(s) and/or other representative(s) locally, statewide, and/or nationally.

## SECTION 10: The Highlander Action Committee

- A. The Highlander Action Committee shall act as the body of ASUCR responsible for organizing actions and conducting grassroots activism to provide a medium for the expression of the student voice on campus.

B. The Highlander Action Committee shall be at the directive of the VPEA, but shall be directly supervised and coordinated by a Campus Organizing Director.

a. The Campus Organizing Director, in conjunction with the Labor Officer, Diversity Officer, and Regional Officer, shall act as the executive board of the Highlander Action Committee.

C. The Highlander Action Committee should seek to actively cooperate and coordinate with other organizations on campus including, but not limited to, the Graduate Student Association and the Ethnic and Gender Programs offices.

D. The Highlander Action Committee shall meet, at minimum, every other week beginning after the first Senate meeting of every quarter.

#### SECTION 11: Duties of the Members of the Highlander Action Committee

A. The VPEA shall appoint a Campus Organizing Director.

a. The Campus Organizing Director shall act primarily as Highlander Action Committee Director and shall act primarily as Organizing Liaison to the UCSA Board of Directors.

i. The Highlander Action Committee Director shall act as Chair of the Highlander Action Committee and, in turn, be in charge of the day-to-day operations of the Highlander Action Committee.

ii. The Organizing Liaison shall attend all meetings of the Campus Action Committee of the UCSA Board of Directors and act as Vice-Chair of the Highlander Action Committee.

b. The Campus Organizing Director shall oversee all campus organizing of ASUCR concerning local, statewide, and national student issues.

c. The Campus Organizing Director shall coordinate the delegations of ASUCR to the UCSA Students of Color Conference.

B. The VPEA shall appoint a Labor Officer, Diversity Officer, and Regional Officer.

a. The Labor Officer shall:

i. Be allowed to network with the UC-affiliated unions, such as AFSCME 3299, UAW 2865, etc., as the official representative of ASUCR in the absence of the VPEA.

ii. Report to the VPEA any current events with UC-affiliated unions in order to facilitate student-worker solidarity.

iii. Perform all other duties as prescribed by the VPEA.

b. The Diversity Officer shall:

i. Act as the official representative from the Office of the Vice-President of External Affairs to the Diversity Council.

ii. Upon the passage of this Bylaw, the Chapter XXXV of the Bylaws of the ASUCR shall be redacted to replace "Multicultural Coordinator" with "Diversity Officer."

iii. Maintain constant presence within the Ethnic and Gender Programs offices and facilitate cooperation between these and the Office of the Vice-President of External Affairs.

iv. Perform all other duties as prescribed by the VPEA.

- c. The Regional Officer shall:
  - i. Report to the VPEA regarding any actions in the region related to student and social justice issues to ensure ASUCR presence at one or more of these events.
  - ii. Maintain communication with other organizations on campus dedicated to social justice organizing.
  - iii. Perform all other duties as prescribed by the VPEA.
- C. Any undergraduate student may join the Highlander Action Committee at the discretion of the Campus Organizing Director.
- D. Every member of the Highlander Action Committee shall be responsible for participating in a minimum of one action a month.

#### SECTION 12: The Highlander Vote Coalition

- A. The Highlander Vote Coalition shall act as the body of ASUCR responsible for non-partisan voter registration and education as well as Get-Out-The-Vote (GOTV) efforts.
- B. The Highlander Vote Coalition shall be at the directive of the VPEA, but shall be directly supervised and coordinated by the Vote Director.
  - a. The Vote Director, in conjunction with the Coalitions Officer, Volunteer Officer, and Marketing Officer, shall act as the executive board of the Highlander Vote Coalition.
- C. The Highlander Vote Coalition should seek to actively cooperate and coordinate with other departments and organizations on campus including, but not limited to, Residence Life, the Graduate Student Association, the Ethnic and Gender Programs offices, the Interfraternity Council, Panhellenic Council, Student Special Services, CALPIRG, etc.
- D. The Highlander Vote Coalition shall meet, at minimum, once a month beginning after the first Senate meeting of every quarter.
- E. The Highlander Vote Coalition shall meet at least bi-weekly and weekly during a presidential election year.

#### SECTION 13: Duties of the Members of the Highlander Vote Coalition

- A. The VPEA shall appoint one Vote Director.
  - a. The Vote Director shall oversee all voter registration, voter education and GOTV efforts by ASUCR and its vote coalition partners.
  - b. The Vote Director shall act as Chair of the Highlander Vote Coalition and, in turn, be in charge of the day-to-day operations of the Highlander Vote Coalition.
  - c. The Vote Director shall, off seasons when voter registration and GOTV are not ongoing, be responsible for working with the other members of the Highlander Vote Coalition to solidify and institutionalize better arrangements for the next elections.
  - d. The Vote Director shall make sure all voter registration volunteers are properly trained before registering students.
  - e. The Vote Director must turn in completed forms no later than 2 weeks after they were completed.
- B. The VPEA shall appoint a Coalitions Officer, Volunteer Officer, and Marketing Officer.
  - a. The Coalition's Officer shall:

- i. Act as Vice-Chair of the Highlander Vote Coalition and assume the role of Chair in the Vote Director's absence.
    - ii. Actively seek to ensure new institutionalized coalition partners, such as UCR Residential Life, through Memoranda of Understanding.
    - iii. Perform all other duties as prescribed by the VPEA.
  - b. The Volunteer Officer shall:
    - i. Be responsible for the active recruitment of new volunteers.
    - ii. Maintain an updated schedule of participation of all volunteers as well as track all hours volunteered for verification purposes.
    - iii. Perform all other duties as prescribed by the VPEA.
  - c. The Marketing Officer shall:
    - i. Be a liaison from the Highlander Vote Coalition and the Office of the Vice President of External Affairs to the ASUCR Marketing and Promotions Director.
    - ii. Maintain communication with the voter registration and GOTV components/bodies of other UC Associated Students.
    - iii. Perform all other duties as prescribed by the VPEA.
- C. Any undergraduate student, student organization, and campus department may join the Highlander Vote Coalition at the discretion of the Vote Director.
- D. Every volunteer of the Highlander Vote Coalition shall be responsible for two hours of voter registration, voter education, or GOTV per week.
- E. Participating individuals and affiliates cannot make any statements in support of, or in opposition to any particular political party, candidate, or ballot initiative while engaging in voter registration. This includes but is not limited to: clothing or displaying buttons, stickers, flyers, posters, bumper stickers, or any other partisan literature or political propaganda displaying names of candidates, political parties, ballot initiatives or propositions.

#### SECTION 14: City Relations Committee

- A. City Relations Committee (CRC) is a committee centered around improving and developing relations with the city and community of Riverside
  - a. The Community Director's duties shall be:
    - i. Chairing the City Relations Committee
    - ii. Attending City Council meetings or assigning a committee member to attend them weekly and report back
    - iii. Facilitate all events put on by the committee
- B. The CRC must:
  - a. Put on at least one community service project a quarter
  - b. Meet at least bi-weekly
  - c. Actively build a relationship with local labor unions
  - d. Attend Neighborhood meetings
  - e. Meet with UCPD at least quarterly
  - f. Complete any other duties as assigned by the Community Director

#### SECTION 15: Appointment, Removal, and Vacancy



A. The VPEA must conduct an application process open to all undergraduate, full-time students prior to the appointment of any staff members.

a. During this process, the VPEA may solicit non-binding consultation from any elected member of the ASUCR Senate and/or the ASUCR Personnel Director.

B. The VPEA shall present the names of the appointments to the positions in the Office of the Vice President of External Affairs - no later than by the second meeting of the ASUCR Senate of Fall quarter for senate approval of any paid positions.

C. To ensure, that the Office of the Vice-President of External Affairs works smoothly and efficiently at all times, the VPEA may remove any staff member at any point for failure to meet the duties of their position with two-weeks prior notice.

a. Upon removal of any staff member, the VPEA must immediately notify the ASUCR Senate at their next meeting. The ASUCR Senate may at this point override the decision of the VPEA only with a two-thirds majority vote.

#### SECTION 16: Salary

A. The salary of the VPEA and the staff shall be governed by Chapter VIII of the Bylaws of the ASUCR.

B. The salary of any other member of the Office of the Vice-President of External Affairs is never to meet or exceed the salary of the VPEA.

#### SECTION 17: Miscellaneous Provisions

A. This new and revised Bylaw for the Office of the Vice-President of External Affairs shall supersede any previous Bylaw for the Office of the Vice-President of External Affairs.

B. At no point shall Senate suspend any clause of this Chapter except at such time that the elected VPEA motion for suspension and such motion is seconded and approved by a two-thirds majority of the ASUCR Senate during a public meeting.

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