

## CHAPTER IX

### President

#### Section 1.

This Chapter shall govern the position of the President of the Associated Students and shall be in addition to or in clarification of the duties described in the ASUCR Constitution.

#### Section 2. General -

(a) The President shall be responsible for all executive functions of the Student Government, the ASUCR office, the Student Senate as a whole, and be the chief executive officer of ASUCR.

(b) The President shall direct by Executive Order the taking of actions, which are urgent and necessary to maintain the functioning of the ASUCR until the Senate can again meet. Any such Executive Order automatically expires at the third regular Senate meeting following issuance of the order, or upon termination by the Senate by a majority of those voting, a quorum being present to do business.

#### Section 3. Duties and Description - The ASUCR President shall-

- (a) Serve as a member of the University of California Council of Presidents (CoP), and attend all meetings as such
- (b) Serve as a member, or appoint a designee to of the University of California Riverside Chancellor's Cabinet;
- (c) Serve as, or appoint a designee to, the Southern Region Nominating Committee for the Student Regent selection process;
- (d) Serve as the ASUCR representative, or appoint a designee to, to the Board of trustees;
- (e) Serve on, or appoint a designee to, the Student Service Fee Advisory Committee; (f) Serve as the ASUCR student representative to the UCR Alumni Association Board of Directors and give regular updates;
- (g) Serve ex-officio to the subcommittees and Standing Committees of the ASUCR;
- (h) Serve as the Chair of the ASUCR Officers Cabinet, which will meet a minimum of once per week; ASUCR Officers Cabinet meetings are inclusive;
- (i) Establish office policies in consultation with the office staff and Cabinet;
- (j) Meet regularly and as needed with the University Personnel Office to discuss issues related to the supervision of the ASUCR staff;
- (k) Meet regularly and as needed with the ASUCR Advisor;
- (l) Meet regularly and as needed with the ASUCR professional staff;
- (m) Establish the focus for the subcommittees of the Student Senate (i.e. businesses, services, issues, strategic planning, etc.);
- (n) Coordinate with the Chancellor and ASUCR staff the annual Senior BBQ;
- (o) Coordinate the Senior Gift Campaign in conjunction with the UCR Development Office (currently UCR Annual Fund);

- (p) Coordinate with the Executive Vice President and President Pro Tempore, the summer, winter and transition retreats;
- (q) Act as signature on all ASUCR accounts in the absence of the ASUCR Vice President of Finance;
- (r) Be an authorized signer of all Senators' timecards, in the absence of the Executive Vice President;
- (s) Perform all duties as outlined in the ASUCR constitution;
- (t) Perform all other duties as the bylaws, Senate, or Cabinet request.
- (u) Shall give a speech at Convocation to the incoming first-year class
- (v) Schedule quarterly meetings with the Chancellor and all Vice-Chancellors;
- (w) Serve on, or appoint a designee to, the Associated Students Chancellor's Committee on Sexual Harassment and Sexual Violence Prevention. If a designee is appointed, the designee shall be ratified by a majority vote in Senate.
- (x) Appoint members of the Judicial Branch as prescribed in the Constitution and Judicial Procedures.
- (y) Shall provide sexual assault and sexual harassment prevention training from the Title IX office and bystander intervention training from the WELL to all elected representatives before week two (2) of the fall quarter.
- (z) Shall provide cultural competency training from Costo Hall to all elected representatives before week two (2) of the fall quarter.

#### Section 4.

The Duties of the ASUCR Chief of Staff shall be to-

- (a) Serve as assistant to the President;
- (b) Oversee the actions of the ASUCR staff;
- (c) Manage the President's schedule;
- (d) Oversee the First-Year Fellowship Program and serve as the chair of First-Year Fellowship meetings.
- (e) Shall provide weekly reports to the President with the updates of the First-Year-Fellowship Program
- (f) Manage the flow of information between the Executive Cabinet and the President;
- (g) Compile reports from the ASUCR Historian and all First Year Fellows to be presented at least once a month during ASUCR senate meetings
- (h) Shall keep a record of the First Year Fellow's office hours
- (i) Keep a copy of all minutes

#### Section 5.

The duties of the ASUCR Historian shall be to-

- (a) Attend all ASUCR events and take pictures, in the case of the Marketing and Promotion Director's absence;
- (c) Arrange for an all Senate picture to be taken; (Organize an official Senate picture)
- (e) Provide input for the updates to the ASUCR website, as requested by the President and in collaboration with ASUCR Professional Staff;
- (f) Perform all other duties as prescribed by the President and/or the Student Senate.

Section 6.

The duties of the ASUCR Director of Community Service shall be to-

- (a) Maintain a database of Riverside community service organizations;
- (b) Manage communications with community service programs;
- (c) Collaborate with community service organizations to establish and maintain an ASUCR representative at respective community centers to ensure an on-going relationship between ASUCR and community service centers/organizations;  
(Arrange the assignment of an ASUCR representative to work in conjunction with respective community service centers to ensure on-going relationships between ASUCR and said organizations.)
- (d) Facilitate meetings between Riverside community service organizations and ASUCR;  
Coordinate community service programs;
- (e) Perform all other duties as prescribed by the President and/or the Student Senate.

*Updated Spring 2016*