

CHAPTER XI

Vice President of Campus Internal Affairs

Section 1.

This Chapter, in conjunction with the ASUCR Constitution, shall govern the internal division of ASUCR. The leader of this division shall be the Vice President of Campus Internal Affairs, herein referred to as VP CIA.

Section 2.

Term – the VP CIA shall be elected along with the other Officers according to the provisions outlined in the ASUCR Constitution and Bylaws and shall serve for one year beginning the day following commencement. The VP CIA must be transitioned by the previous VP CIA during Spring quarter.

Section 3.

This bylaw governs the duties of the VP CIA, the Campus Internal Affairs (CIA) Committee, and the various staff of the CIA office. These staff members shall be the Communications Director, Commissioner of Academic Affairs, Commissioner of Diversity, Commissioner of Basic Needs.

Section 4.

Duties and Description: The Vice President of Campus Internal Affairs shall-

- (a) Coordinate all campaigns relating to issues that pertain to the internal functioning of the Riverside campus of the University of California.
- (b) Chair the CIA Committee, which meets a minimum of twice (2) a month, and oversees all duties of the VP CIA office.
- (c) Oversee the VP CIA student staff in all facets of their job
- (d) Serve as a member of the Associated Students Cabinet and Executive Cabinet.
- (e) Investigate all complaints made by students, after they are presented to the ASUCR Student Senate, and report all findings.
- (f) Appoint all CIA staff members, via an application process, and subject to a

majority vote ratification of the Senate for paid staff.

- (g) Attend all meetings of the Student Senate
- (h) Perform all reasonable duties prescribed by the Student Senate.
- (i) The Vice President of Campus Internal Affairs must have a minimum of three (3) quarters previous ASUCR experience prior to assuming office.
- (j) Ensure that diversity issues and concerns on our campus are addressed.
- (k) Oversee all student services provided by ASUCR to the for students. -
- (l) Serve as ex-officio for ASPB and RHA, and any other department as prescribed by the Senate, or appoint as necessary.
- (m) Meet with Student Affairs department heads regularly throughout the year Including, but not limited to the Vice-Chancellor of Student Affairs, Dean of Students, Vice-Chancellor of Finance and Business Operations, and Vice-Chancellor of Housing, Dining, and Residential Life.
- (n) The VP CIA will also sit and serve in full capacity as a voting member in the following committees: Internal Affairs, Student Technology Fee Advisory Committee,, Parking Committee, Highlander Union Governing Board, Student Services Fee Advisory Committee,,, Student Recreation Center Governing Board.
- (o) In the creation of new campus wide committees that directly impact student life, the VP CIA shall make an effort to be a representative on that committee in full voting capacity, or appoint as necessary.
- (p) The VP CIA, Chair of the Personnel Committee and subordinate committees should release an “Internal Affairs Report” at the end of spring quarter briefing the student body on scope of committees, fees, and projects
- (r) Oversee all VP CIA events throughout the year.

Section 5.

The duties of the Commissioner of Diversity shall be to-

- (a) Work with the various ethnic and gender communities/student programs to promote collaboration and unity within the UCR community.
- (b) Serve as Chair of the ASUCR Diversity Council, as outlined in the Diversity Council

bylaw herein.

- (c) Address issues of socioeconomic, racial, cultural, and intersectionality through events held on campus.
- (d) Assist in coordinating the large cultural event between the Ethnic and Gender Programs, ASUCR, and GSA per the Diversity Council bylaw.
- (e) Work towards understanding the unique campus climate of UCR and work on improving campus climate for all students.
- (f) remain sensitive to views of all sides.
- (g) perform all duties as prescribed by the VP CIA and/or the Student Senate.

Section 6.

The duties of the Communications Director shall be to-

- (a) Host biweekly office meetings and keep contact with the Campus Internal Affairs Committees
- (b) Act as immediate contact for VP CIA First-Year Fellows.
- (c) Assist the VP CIA in meetings, take notes and write minutes.
- (d) Respond to emails, voice mails and other messages left for the VP CIA.
- (e) Oversee logistics for events put on by Internal Affairs, which include: reserving rooms, reserving equipment, and making duty sheets.
- (f) Perform all duties prescribed by the VP CIA and/or the Student Senate.

Section 10.

The duties of the Commissioner of Academic Affairs shall be to-

- (a) In cooperation with the Vice President of External Affairs, represent ASUCR in Academic Affairs statewide.
- (b) Build relationships with the Academic Senate advocating for student voices, and work towards getting a student vote on the senate.
- (c) Coordinate the 24-hour library program during Finals Weeks.

- (d) Create and maintain new services such as improving Supplemental Instruction and other services.
- (e) Advocating for the responsible and proper uses for course fees.
- (f) Execute all reasonable/related duties assigned by the Student Senate and/or the VP CIA.

Section 11.

Academic Affairs Committee

- (a) The Commissioner of Academic Affairs shall be assisted by the Academic Affairs Committee, which shall be composed of at least five (5) members.
- (b) Selection of Commissioner of Academic Affairs and Committee Members:
- (c) The VP CIA shall collect and review all applications for the position and committee members.
- (d) The Commissioner of Academic Affairs must be a currently enrolled UCR student, except for Summer Session, and be in good standing with the University.
- (e) Term – The Commissioner of Academic Affairs shall serve for (9) months, beginning the day following commencement or until a successor is appointed. The Personnel Committee, with approval of the Senate shall appoint committee members.

Section 13.

The Campus Internal Affairs Committee -

- (a) Shall consist of the Communications Director, Commissioner of Academic Affairs, Commissioner of Diversity, Commissioner of Basic Needs, First Year Fellow(s) and be chaired by the Vice President of Campus Internal Affairs. If the VP CIA is unavailable, the Communications Director will chair the meeting.
- (b) The Committee shall provide updates on the status of current projects and previous projects.
- (c) The Committee shall meet at least 2 times a month.

(d) The Committee shall do other duties as prescribed by Student Senate or the VP CIA