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, 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 as, 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 professional staff;

l. Establish the focus for the subcommittees of the Student Senate (i.e. businesses, services, issues, strategic planning, etc.);

m. Coordinate with the Executive Vice President and President Pro Tempore, the summer, winter and transition retreats;
n. Act as signature on all ASUCR accounts in the absence of the ASUCR Vice President of Finance;
o. Be an authorized signer of all Senators’ timecards, in the absence of the Executive Vice President;
p. Perform all duties as outlined in the ASUCR constitution;
q. Perform all other duties as the bylaws, Senate, or Cabinet request;
r. Shall give a speech at Convocation to the incoming first-year class;
s. Schedule quarterly meetings with the Chancellor and all Vice-Chancellors;
t. 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;
u. Appoint members of the Judicial Branch as prescribed in the Constitution and Judicial Procedures;
v. 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;
w. 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. 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, First Year Fellows, and any other staff serving in the Office of the ASUCR President, to be presented at least once a month during ASUCR senate meetings;
h. Organize a monthly meeting with the President’s Campus Relations Committee;
i. Keep a record of the First Year Fellow’s office hours;
j. Coordinate the Senior Gift Campaign;
k. Keep a copy of all minutes;
l. Perform any other Chief of Staff duties requested by the President.

Section 5.

The duties of the ASUCR Executive Secretary shall be to:

a. Take minutes at all Executive Cabinet Meetings;
b. Perform any typing, collating, securing reservations, proof-reading, or other clerical duties;
c. Research, gather, store, and distribute information as prescribed by the ASUCR President;
d. Respond on behalf of the ASUCR President to emails, phone calls, texts, or any other forms of correspondence, when requested;
e. Coordinate with the Chancellor and ASUCR staff the annual Senior BBQ;
f. Take minutes at the President’s Campus Relations Committee meetings;
g. Perform any other assistant duties requested by the President or members of the Executive Cabinet.

Section 6.

The duties of the ASUCR Historian shall be to-

a. Attend all ASUCR events and take pictures;
b. Organize an official Senate picture;
c. Provide input for the updates to the ASUCR website, as requested by the President and in collaboration with ASUCR Professional Staff;
d. Perform all other duties as prescribed by the President and/or the Student Senate.

Section 7.

The duties of the ASUCR Community Service Chair 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;
d. Arrange for 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;
e. Facilitate meetings between Riverside community service organizations and ASUCR;
f. Coordinate community service programs;
g. Attend President’s Campus Relations Committee meetings;
h. Report to the ASUCR Chief of Staff;
i. Perform all other duties as prescribed by the President and/or the Student Senate.

Section 8.

The duties of the ASUCR Ethnic and Gender Programs Chair shall be to:

a. Act as the official liaison between Costo Hall and the ASUCR Office of the President;
b. Manage communications between ASUCR Office of the President and Costo Hall;
c. Attend Costo Hall events and actions as an official ASUCR representative;
d. Facilitate meetings between Costo Hall and ASUCR;
e. Take minutes at meetings with Costo Hall representatives and compile them;
f. Report to the ASUCR Chief of Staff;
g. Attend President’s Campus Relations Committee meetings;
h. Perform all other duties as prescribed by the President and/or the ASUCR Chief of Staff.

Section 9.

The duties of the ASUCR FSIC Relations Chair shall be to:

a. Act as the official liaison between Greek organizations and ASUCR Office of the President;
b. Manage communications between ASUCR Office of the President and the fraternity/sorority community;
c. Attend CMC, IFC, CPA, NPHC events as an official ASUCR representative;
d. Facilitate meetings between Greek organizations and ASUCR;
e. Report to the ASUCR Chief of Staff;
f. Attend President’s Campus Relations Committee meetings;
g. Perform all other duties as prescribed by the President and/or the ASUCR Chief of Staff.

Section 10.

The duties of the ASUCR Organizations Relations Chair shall be to:

a. Act as the official liaison between Student Life organizations/clubs and ASUCR Office of the President;
b. Manage communications between ASUCR Office of the President and Student Life;
c. Attend Organization Cluster meetings as an official ASUCR Representative;
d. Facilitate meetings between Student Life Staff and ASUCR;
e. Report to the ASUCR Chief of Staff;
f. Attend President’s Campus Relations Committee meetings;
g. Perform all other duties as prescribed by the President and/or the ASUCR Chief of Staff.

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