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, herein referred to as External Affairs Office.

B. The External Affairs Office is responsible for legislative advocacy, campus organizing, vote efforts, community efforts as well as statewide and nationwide affairs.

SECTION 2: Terms

A. The Vice President of External Affairs shall serve for a one-year term as prescribed in Article III, Section A of the Constitution.

B. The Government Relations Director and Campus Organizing Director shall be appointed by the Vice President of External Affairs and shall serve for a paid one-year term with the ratification from the Senate;

C. The Chief of Staff, Civic Engagement Director, and Community Director shall be appointed by the Vice President of External Affairs and shall serve for a paid nine-month term with the ratification from the Senate;

D. The First Year Fellows shall be appointed by the Vice President of External Affairs and shall serve for an un-paid duration from the start of appointment to the day of commencement as prescribed in Chapter XXXIV of the ASUCR bylaws.
   a. There shall be no more than four First Year Fellows in the Office of Vice President of External Affairs.

E. Office Interns, Executive Assistant, and Communications Officer shall be appointed by the Vice President of External Affairs and serve for an un-paid duration from the start of appointment to the day of commencement.

F. Senate committee members shall be appointed by the Personnel Director and ratified by the Vice President of External Affairs to serve from the start of appointment to the day of commencement.
   a. If a senator fails to attend more than two meetings per quarter, then an alternate senator shall be appointed to take their place for that respective quarter.
   b. This committee shall count as an ASUCR Standing Committee

SECTION 3: Qualifications

A. The qualifications for the Vice President of External Affairs are prescribed in Article IV, Section H of the Constitution.

B. All appointed positions, including directors and officers, in the Office of External Affairs shall comply to the qualifications as prescribed in Article II, Section B of the Constitution.
SECTION 4: Office Structure

A. The External Affairs Executive Committee shall coordinate and dictate the general operations of the External Affairs Office, herein referred to as the Executive Committee.

   a. The Executive Committee shall consist of nine voting members: Vice President of External Affairs, Chief of Staff, Communication Officer, Government Relations Director, Campus Organizing Director, Civic Engagement Director, Community Relations Director, two Senators. Any members not listed shall be considered as non-voting members.

   i. The Vice President of External Affairs shall herein referred to as VPEA. The duties and responsibilities of VPEA are listed as follows,

      1. Act as the official representative of the student body of the UC Riverside through all ASUCR external affairs;
      2. Act as the sole authorized signature for all financial requests submitted to the Vice President of Finance involving the budget of the External Affairs Office, Student Voice Initiative funds, and UCSA student fees;
      3. Act as the Chair of Executive Committee;
      4. Report to the Senate on all issues and actions concerning ASUCR on the local, statewide, and national levels;
      5. Prepare and present an annual budget to the Finance Committee for the incoming Office of the VPEA during Spring Quarter;
      6. Shall have the final jurisdiction on the appointments of other members in the External Affairs Office prior to Senate confirmation;
      7. Conduct one-on-one biweekly meetings with appointed staff members;
      8. Able to establish External Affairs ad-hoc committees and non-paid positions within the Office;
      9. Hold all members of the External Affairs Office accountable to the Constitution and Bylaws.

   ii. The Chief of Staff shall herein referred to as COS. The duties and responsibilities of COS are listed as follows,

       1. Act as the Vice Chair of Executive Committee;
       2. Act as the Chair, in the absence of the VPEA;
       3. Manage all staff members in the External Affairs Office to ensure responsibilities and duties are held accountable;
       4. Manage the schedule for the VPEA and the External Affairs Office;
       5. Archive all committee meeting attendances and minutes;
       6. Perform any other duties prescribed by VPEA.

   iii. The Executive Assistant shall herein be referred to as EA. The duties and responsibilities of EA are listed as follows,

       1. Assist in mentoring First Year Fellows and Office Interns with the VPEA;
       2. Manage fellows and interns to ensure responsibilities and duties are held accountable;
       3. Record committee meeting attendances and minutes;
       4. Perform any other duties prescribed by VPEA.

   iv. The Communication Officer shall herein referred to as CO. The duties and responsibilities of CO are listed as follows,
1. Coordinate all VPEA and Office press releases to the media;
2. Maintain relationships with significant and relevant newspapers, television, and radio;
3. Manage the social media presence of the External Affairs Office;
v. The First Year Fellows shall herein referred to as FYF. The duties and responsibilities of FYF are listed as follows,
   1. Adhere to Chapter XXXIV of the ASUCR Bylaws;
   2. Participate in events hosted by committees within the External Affairs Office;
   3. Perform any other duties prescribed by VPEA, COS, or EA.
vi. The Office Interns shall herein referred to as OI. The duties and responsibilities of OI are listed as follows,
   1. Participate in events hosted by committees within the External Affairs Office;
   2. Adhere to any internship description as listed during the application process;
   3. Perform any other duties prescribed by VPEA, COS, or EA.
vii. The Executive Committee shall govern the Highlander Lobby Corps, Highlander Action Committee, Civic Engagement Committee, and Community Relations Committee.

B. The Highlander Lobby Corps shall act as the body of ASUCR responsible for lobbying efforts on behalf of students at UC Riverside on all levels of government, herein referred to as Lobby Corps.
   a. The Lobby Corps shall consist of a Government Relations Director, Governmental Relations Assistant Director, and National Affairs Officer.
      i. The Governmental Relations Director shall herein referred to as GRD. The duties and responsibilities of GRD are listed as follows,
         1. Act as the Chair of Lobby Corps;
         2. Adhere to UCSA Bylaws relating to the GRD;
         3. Oversee all ASUCR lobbying efforts that are concerning to local, statewide, and national student issues;
         4. Coordinate all UCR delegations to UCSA Student Lobbying Conference;
         5. Provide a report on behalf of the Lobby Corps during Executive Committee meetings;
         6. Regulate and enforce committee responsibilities;
         7. Perform any other duties are prescribed by the VPEA;
      ii. The Government Relations Assistant Director shall herein referred to as GRAD. The duties and responsibilities of GRAD are listed as follows,
         1. Act as the Vice Chair of Lobby Corps;
         2. Act as the Chair, in the absence of the GRD;
         3. Record committee meeting attendances and minutes;
         4. Perform any other duties prescribed by VPEA and GRD.
      iii. The National Affairs Officer shall herein referred to as NAO. The duties and responsibilities of NAO are listed as follows,
         1. Network with USSA Board of Directors as the official ASUCR representative, in the absence of the VPEA;
         2. Report to the VPEA and GRD of any actions taken by the USSA Board of Directors and federal legislative affairs;
         3. Perform any other duties prescribed by VPEA, GRD, and GRAD.
b. The Lobby Corps shall be held responsible for the following:
   i. Shall not have a cap to the number of students that are allowed to participate.
   ii. Seek to actively cooperate and coordinate with other organizations on campus, including but not limited to Graduate Student Association and Ethnic and Gender Programs offices.
   iii. Meet at a minimum of biweekly starting Week 1 of every quarter.
   iv. Plan at a minimum of two lobby visits within the academic year, not including the Student Lobby Conference in Sacramento.
   v. Perform any other duties as prescribed by GRD or GRAD.

C. 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 student voice on campus, herein referred to as Action Committee.

a. The Action Committee shall consist of a Campus Organizing Director, Campus Organizing Assistant Director, Labor Officer, and Diversity Officer.
   i. The Campus Organizing Director shall herein referred to as COD. The duties and responsibilities of Campus Organizing Director are listed as follows,
      1. Act as the Chair of the Action Committee;
      2. Adhere to UCSA Bylaws relating to the COD;
      3. Oversee all ASUCR campus organizing efforts that are concerning to local, statewide, and national student issues;
      4. Coordinate all UCR delegations to the UCSA Students of Color Conference;
      5. Provide a report on behalf of the Action Committee during Executive Committee meetings;
      6. Regulate and enforce committee responsibilities;
      7. Perform any other duties as prescribed by the VPEA.
   ii. The Campus Organizing Assistant Director shall herein referred to as COAD. The duties and responsibilities of COAD are listed as follows,
      1. Act as the Vice Chair of the Action Committee;
      2. Act as the Chair, in the absence of the COD;
      3. Record committee meeting attendances and minutes;
      4. Perform any other duties as prescribed by the VPEA or COD.
   iii. The Labor Officer shall herein referred to as LO. The duties and responsibilities of LO are listed as follows,
      1. Act as the official liaison between the External Affairs Office and UC-affiliated unions, including but not limited to AFSCME 3299 and UAW 2865;
      2. Communicate with the VPEA for any organizing events with UC-affiliated unions in order to facilitate student-worker solidarity;
      3. Perform any other duties as prescribed by the VPEA, COD, or COAD.
   iv. The Diversity Officer shall herein referred to as DO. The duties and responsibilities of DO are listed as follows,
      1. Act as the official liaison between the EA Office and Diversity Council;
      2. Communicate and assist in any Diversity Council organizing events;
      3. Perform any other duties as prescribed by the VPEA, COD, or COAD.

b. The Action Committee shall be held responsible for the following:
   i. Shall not have a cap to the number of students that are allowed to participate.
   ii. Seek to actively cooperate and coordinate with other organizations on campus, including but not limited to Graduate Student Association and Ethnic and Gender Programs offices.
iii. Meet at a minimum of biweekly starting Week 1 of every quarter.
iv. Perform any other duties as prescribed by COD or COAD.

D. The Civic Engagement Committee shall act as the body of ASUCR responsible for voter registration, voter education, and get-out-the-vote (GOTV) efforts, herein to as Engagement Committee.
   a. The Engagement Committee shall consist of a Civic Engagement Director, Civic Engagement Assistant Director, and Volunteer Officer.
      i. The Civic Engagement Director shall herein referred to as CED. The duties and responsibilities of CED are listed as follows,
         1. Act as the Chair of Engagement Committee;
         2. Promote other forms of political participation during election off-season;
         3. Ensure all voter registration volunteers are properly trained prior to registering voters;
         4. Submit all voter registration forms within three days after form completion;
         5. Provide a report on behalf of the Engagement Committee during Executive Committee meetings;
         6. Regulate and enforce committee responsibilities;
         7. Perform any other duties as prescribed by the VPEA.
      ii. The Civic Engagement Assistant Director shall herein referred to as CEAD. The duties and responsibilities of CEAD are listed as follows,
          1. Act as the Vice Chair of Engagement Committee;
          2. Act as the Chair, in the absence of the CED;
          3. Record committee meeting attendances and minutes;
          4. Perform any other duties as prescribed by the VPEA or CED.
      iii. The Volunteer Officer shall herein referred to as VO. The duties and responsibilities of VO are listed as follows,
           1. Recruit voter registration volunteers from the student body;
           2. Record all volunteers information and hours for verification purposes;
           3. Assist CED with volunteer training to ensure all volunteers are properly trained;
           4. Perform any other duties as prescribed by the VPEA, CED, or CEAD.
   b. The Action Committee shall be held responsible for the following:
      i. Shall not have a cap to the number of students that are allowed to participate.
      ii. Seek to actively cooperate and coordinate with other organizations on campus, including but not limited to Graduate Student Association and Ethnic and Gender Programs offices.
      iii. Meet at a minimum of biweekly starting Week 1 of every quarter.
      iv. Perform any other duties as prescribed by COD or COAD.

E. The City Relations Committee shall act as the body of ASUCR responsible for relationship-building with the city, community-at-large, and neighborhood associations, herein referred to as Relations Committee.
   a. The Relations Committee shall consist of Community Director, Community Assistant Director.
      i. The Community Director shall herein referred to as CD. The duties and responsibilities of CD are listed as follows,
         1. Act as the Chair of Relations Committee;
         2. Communicate with the VPEA for any local relationship-building efforts;
         3. Provide a report on behalf of the Relations Committee during Executive Committee meetings;
4. Attend or delegate a committee member to attend City Council meetings or local neighborhood associations;
5. Regulate and enforce committee responsibilities;
6. Perform any other duties prescribed by the VPEA.

ii. The Community Assistant Director shall herein referred to as CAD. The duties and responsibilities of CAD are listed as follows,
   1. Act as the Vice Chair of Relations Committee;
   2. Act as the Chair, in the absence of the CD;
   3. Record committee meeting attendances and minutes;
   4. Perform any other duties as prescribed by the VPEA or CD.

b. The Relations Committee shall be held responsible for the following:
   i. Host at least one community service project per quarter;
   ii. Meet at a minimum of biweekly starting Week 1 of every quarter;
   iii. Perform any other duties as prescribed by CD or CAD.

SECTION 5: Appointment and Removal Process

A. The VPEA must conduct an application process to all undergraduate, full-time students prior to the appointment of any staff members.
   a. During this process, the VPEA is allowed to solicit non-binding consultation from any elected or former member of the Senate and Executive Cabinet;
   b. The VPEA shall present the selected appointed names to the Senate for confirmation by the second public meeting of the Senate in Fall Quarter;
   c. The VPEA shall maintain the jurisdiction to remove any staff member at any point for dereliction of duties or malfeasance while in the staff position to ensure the External Affairs Office is operating smoothly and efficiently at all times.
      i. The VPEA shall either internally promote within the External Affairs Office or an application process to the undergraduate body.

B. The removal process for the Vice President of External Affairs shall be prescribed in Article III, Section 3 of the Constitution.

SECTION 6: Staff Stipend

A. All staff positions receiving stipend in the External Affairs Office shall be governed by Chapter VIII of the ASUCR Bylaws.

B. The stipend of any other members in the External Affairs Office shall not meet or exceed the stipend of the VPEA.

SECTION 7: Amendments and Suspensions

A. Any amendments to the External Affairs Office bylaws shall require two-third of the Executive Committee prior to submitting the amendments to the Legislative Review Committee.

B. The Senate shall be unable to suspend any clause of this Chapter except when the elected VPEA motion for suspension and motion is seconded. The approval of suspension requires two-thirds of the Senate during a public meeting.