CHAPTER XVI
Transfer and Nontraditional Student Director Bylaws

Section 1.

This Chapter, in conjunction with the ASUCR Constitution, shall govern the Transfer and Nontraditional Student Director of the Senate.

Section 2.

Term--The ASUCR Transfer and Nontraditional Student Director shall be elected during the general elections using the same process enumerated in the elections code. The Transfer and Nontraditional Student Director shall serve for one (1) year, beginning the day following commencement, or until a successor is appointed. Appointees shall serve the remainder of the terms of their predecessor(s).

Section 3.

Qualifications--

(a) The Transfer and Nontraditional Student Director shall meet the same qualifications for office as all other officers of ASUCR as stipulated in the ASUCR governing documents in addition to any others enumerated in this article.

(b) The Transfer and Nontraditional Student Director must be either a:
   i. Transfer student
   ii. Nontraditional student as defined by the Transfer and Nontraditional Student Committee
   iii. Student who has sat on the Transfer and Nontraditional Student Committee for a period of one year or more;

(c) If at any time the Transfer and Nontraditional Student Director shall violate these qualifications, the office of Transfer and Nontraditional Student Director shall be declared vacant by the Senate;

(d) A vacancy in the position of the Transfer and Nontraditional Student Director shall be declared by the Executive Vice President at the first meeting of the Senate following the vacancy.

Section 4.
Duties--

(a) Serve as chair of the ASUCR Transfer and Nontraditional Student Committee and shall prepare the agenda for any meetings over which they preside;

(b) Coordinate the online resources to Transfer and Nontraditional Student information from the ASUCR website;

(c) Work in conjunction with the Vice President of Campus Internal Affairs;

(d) Appoint new members of the Transfer and Nontraditional Student Committee with approval of Personnel Director;

(e) Prepare written officer reports at every Senate meeting;

(f) Ensure the Transfer and Nontraditional Student Director and the Committee coordinates at least three quarterly ASUCR events:
   
   i. ASUCR Transfer and Nontraditional Student Fall Quarter Event
   ii. ASUCR Transfer and Nontraditional Student Winter Quarter Event
   iii. ASUCR Transfer and Nontraditional Student Spring Quarter Event

(g) Appoint a Vice Chair of the Transfer and Nontraditional Student Committee with approval of the Personnel Director;

(h) Shall function as facilitator of resources providing advocacy and support for transfer student and nontraditional student groups' unique needs;

(i) Shall be responsible for bringing transfer students and nontraditional students concerns to the administration and the Senate;

(j) Shall maintain on-going communications with various UCR living populations, including the Resident Housing Association (RHA), Student Family Housing, students living in off campus housing, commuter students, and other communities that may be deemed appropriate;

(k) Shall attend a minimum of at least one meeting quarterly of the following organizations:
   
   i. Honors Society
ii. The Alliance for Transfer and Commuter Students
iii. R’ Kids
iv. Puente
v. Guardian Scholars
vi. Student Disability Union
vii. Student Veterans
viii. Transfer Outreach Program (TOP)
ix. Transfer Student Association (TSA)

(l) Advocate for transfer students to gain the appropriate resources needed to succeed at UCR (Emotional Support--transfer center, Research opportunities, Honors Program, Academic Support, Financial assistance, post-graduation opportunities, etc.)

Section 5.

The Transfer and Nontraditional Student Committee shall -

(a) Consist of ten (10) members. Nine (9) of the ten (10) members shall be appointed by the Transfer and Nontraditional Student Director in conjunction with the Personnel Director and approved by Senate. The tenth member shall be the Transfer and Nontraditional Student Director, serving as the chair. Up to two of these members can be members of the Senate;

(b) Consist of a Chair, Vice Chair, Outreach Coordinator, Marketing Coordinator, and General Committee Members;

(c) Create and update an academic calendar or a resource handbook to succeeding at University of California Riverside;

(d) Actively soliciting from the transfer and nontraditional student body information concerning the student needs as they pertain to the transfer student population, or as they pertain to the student population as a whole;

(e) Serve as a space to collect the interests and concerns of the transfer and nontraditional student body to ASUCR;

(f) Promoting, initiating, and supporting efforts to encourage improved support and inclusion for transfer and nontraditional students, and to improve the quality of the transfer student experience;
(g) The Transfer and Nontraditional Student Director shall initiate and pursue policy and programming in accordance to the perceived needs of the transfer student and nontraditional student population, which includes, but is not limited to, transfer student orientation and Community College Day;

(h) Aid student groups with the Vice Chancellor of Student Affairs with regards to student retention and yield projects;

(i) Commit to diversity- demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of transfer students.

(j) Partner with departments, staff, student organizations, outside agencies, and community.

(k) Collaborate with a variety of college support and academic services such as counseling, admissions, transfer programs (TTP, TOP).

Section 6.

The Vice Chair of the Transfer and Nontraditional Student Committee shall--

(a) Be appointed by the Transfer and Nontraditional Student Director and approved by the Senate;

(b) Assume the duties of Director if the Director is not present at any meetings, events and/or functions that concern the ASUCR Transfer and Nontraditional Student Office and Committee;

(c) Be responsible for taking minutes at every committee meeting;

(d) Perform all other duties as assigned by the committee.

Section 7.

The Outreach Coordinator of the Transfer and Nontraditional Student Committee shall--

(a) be appointed by the Transfer and Nontraditional Student Director with approval from the Transfer and Nontraditional Student Committee;
(b) Stay in contact with organizations and communities that are relevant to the Office of the Transfer and Nontraditional Student Director

(c) Perform all other duties as assigned by the committee.

Section 8.

The Marketing Coordinator of the Transfer and Nontraditional Student Committee shall--

(a) Be appointed by the Transfer and Nontraditional Student Director with approval from the Transfer and Nontraditional Student Committee;

(b) Promote events organized by the Transfer and Nontraditional Student Committee;

(c) Perform all other duties as assigned by the committee.

Section 9.

ASUCR Transfer and Nontraditional Student General Committee Members shall--

(a) Attend all meetings of ASUCR Transfer and Nontraditional Student;

(b) Attend all Transfer and Nontraditional Student events;

(c) Participate in school-provided student success/leadership training programs;

(d) Conducts a variety of recruitment activities for transfer students to feel belonging at UCR;

(e) Maintains a friendly, supportive atmosphere for students;

(f) Perform any of the duties that the committee prescribes.

Section 10.

Appointment, Removal, and Vacancy--

(a) Appointment of the Transfer and Nontraditional Student Director shall be for the term 2015-2016 effective immediately upon passage of these bylaws (following proper Senate
procedure, as outlined in the governing documents of ASUCR) by the Judicial Branch only for the first term of this position, all future terms will be filled through elections thereafter as prescribed in the ASUCR Constitution, from the incoming representative at their first official meeting;

(b) In the event of a vacancy, a replacement shall be appointed in compliance with Section 3(b) and Section 10(a) of these bylaws;

(c) Removal of the Transfer and Nontraditional Student Director shall take effect immediately after a majority vote for removal during an official meeting of the Senate and after notice has been given, notwithstanding a vacancy resulting from the provisions of Section 3(c);

(d) Vacancies shall be filled by appointment of the Senate at an official meeting.

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