

**Chapter XVI**  
Transfer Student Director Bylaw

Section 1.

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

Section 2.

Term--The ASUCR Transfer Student Director shall be elected during the general elections using the same process enumerated in the elections code. The Transfer 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 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 Student Director must be either a:

- i. Transfer student
- ii. Student who has sat on the Transfer Student Committee for a period of one year or more;

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

(d) A vacancy in the position of the Transfer 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 Student Committee and shall prepare the agenda for any meetings over which they preside;

(b) The Transfer Student Director shall oversee the Commute and Transit Committee and appoint the chair of the committee;

(c) Coordinate the online resources to Transfer Student information from the ASUCR website;

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

(e) Ensure the Transfer Student Director and the Committee coordinates at least three quarterly ASUCR events:

- i. ASUCR Transfer Student Fall Quarter Event
- ii. ASUCR Transfer Student Winter Quarter Event
- iii. ASUCR Transfer Student Spring Quarter Event

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

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

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

(i) Shall create a partnership with the UCR Academic Resource Center Transfer Success Coordinator and maintain communication in order to ensure success for Transfer students

(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. Transfer Outreach Program (TOP)
- ii. Transfer Student Association (TSA)
- iii. Puente

(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 Student Committee shall -

(a) Consist of ten (10) members. Nine (9) of the ten (10) members shall be appointed by the Transfer Student Director in conjunction with the Personnel Director and approved by the Senate. Nine (9) out of the ten (10) members should be a transfer student and come from different colleges (CHASS, CNAS, and BCOE). If no members are available from different colleges, then an exception can be made to allow members from the same college on the committee.

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

(c) Create and update a resource handout that will be in collaboration with the Transfer Outreach Programs;

(d) Actively soliciting from the transfer 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 student body to ASUCR;

(f) Promoting, initiating, and supporting efforts to encourage improved support and inclusion for transfer students, and to improve the quality of the transfer student experience;

(g) The Transfer Student Director shall initiate and pursue policy and programming in accordance to the perceived needs of the transfer student 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, the Office of Student Life, Transfer Student Success Center, 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 Student Committee shall--

(a) Be appointed by the Transfer 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 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 Student Committee shall--

- (a) be appointed by the Transfer 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 Student Director
- (c) Perform all other duties as assigned by the committee.
- (d) Work in conjunction with the Vice President of Campus Internal Affairs.

#### Section 8.

The Marketing Coordinator of the Transfer Student Committee shall--

- (a) Be appointed by the Transfer Student Director with approval from the Transfer Student Committee;
- (b) Promote events organized by the Transfer Student Committee;
- (c) Perform all other duties as assigned by the committee.
- (d) In coordination with ASUCR Events and Media Manager, will manage all social media accounts and actively post all upcoming events, deadlines, and announcements approved by the Transfer Student Committee.

#### Section 9.

The Event Coordinator of the Transfer Student Committee shall-

- (a) Be appointed by the Transfer Student Director with approval from the Transfer and Nontraditional Student Committee;
- (b) Assist in event planning for events organized by the Transfer Student Committee;
- (c) Set a goal of how many events will be held that quarter and meet the goal.
- (d) Keep a google document of all events held that quarter: budget, theme, reason as to why the event was held, this shall be in place as a future reference for incoming event coordinator.
- (e) Perform all other duties as assigned by the committee.

#### Section 10.

ASUCR Transfer Student General Committee Members shall--

- (a) Attend all meetings of ASUCR Transfer Student;
- (b) Attend all Transfer 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 11.

The Commute and Transit Committee shall -

- a. Support students who use all forms of transportation to access UC Riverside's campus and to draw more attention to transportation issues on campus. Such instruction benefits the student body by ensuring an efficient commute to and on campus. In addition, the committee will assist in coordinating programs to specifically impact and help students who commute and use transportation on campus to have information pertaining to transportation policies and resources on campus. The committee shall also promote community and engagement for commuter students on campus.
- b. Membership: The Commute and Transit Committee shall be appointed by the ASUCR Personnel Director in conjunction with the Transfer Director and consist of at least (10) undergraduate students as follows:  
Committee Chair shall be appointed by the Transfer Student Director from the 10 selected members;
  - i. Selected via the an application that is visible to the student body
  - ii. A Vice Chair selected by the Commute and Transit Committee Chair;
  - iii Six (6) full-time UCR students appointed by the Transfer Student Director;
  - iv. Selected via an application that is accessible to the student body
  - v. A minimum of at least one member from each college (CNAS, GSOE, BCOE, CHASS, and SPP) must sit/ be represented on the committee. If no members are available from different colleges, then an exception can be made by the committee chair to allow members from the same college on the committee.
  - vi. Two ASUCR Senators;
  - vii. A Program Coordinator appointed by the Commute and Transit Committee Chair.
- c. Committee Powers and Responsibilities:
  - i. Hold meetings at least once a month during the regular academic year. Meetings shall be run by parliamentary procedure and minutes will be taken by the committee's appointed Vice Chair;
  - ii. Facilitate monthly meetings with Transportation and Parking Services (TAPS);

- iii. With the goal of keeping the Commute and Transit Committee accountable and transparent to the student body, keep publicly accessible records, aside from confidential student information, on the ASUCR website, such as the minutes of all committee meetings of the Commute and Transit Committee with updates.
- iv. The committee shall publicize it's meeting minutes on the ASUCR website and social media within 7 days of the meeting.

d. Officers

The Commute and Transit Committee shall have three (3) executive officers, a Chairperson, a Vice-Chairperson, and a Program Coordinator whose duties will be as follows:

The Chair Shall:

- a. Act as the chair of all committee meetings;
- a. Act as a liaison between students and administration;
- b. Attend TAPS Advisory Committee meetings;
- c. Schedule TAPS and ASUCR monthly meetings;
- d. Develop new projects;
- e. Make any executive decisions with the input of the Vice-Chairperson;
- f. Invite the administration to attend meetings and events;
- g. Be responsible for delegating work to committee members.
- h. Attend, or send a liaison, to provide updates to the Transfer and Non-Traditional Student Committee on a monthly basis.

The Vice Chair shall:

- a. Attend Transportation and Parking Services Advisory Committee Meetings in the absence of the Committee Director;
- a. Take and publicize meeting minutes;
- b. Substitute for the Chairperson's duties as outlined in the case of absence;
- c. Aid the Chairperson in any work that goes into event planning put on by the committee;

The Program Coordinator shall:

- a. See that all programs and events of the committee are carried out
- b. Reserve appropriate spaces for all programs and events
- c. Fill out requisitions forms as needed
- d. Complete the food safety requirement, as also required by HUB scheduling
- e. Communicate with the Program Coordinator regarding all program and events dates and times;
- f. Be responsible for the set-up and cleanup of all programs and events;
- g. Serve as the main publicity and marketing organizer;
- h. Develop flyers, posters and social media messaging;

The Student Representatives shall:

- a. Attend ASCUR and TAPS monthly meetings;
- b. Give input on all events and decisions made;
- c. Shall respond to duties given to them by the executive members.

## Section 12

Transfer Student Task Force shall -

a. bring together student representatives from organizations, which specifically cater to Transfer students as well as representatives from Associated Students of UCR. These student representatives shall collaborate on projects to promote access, opportunity, and retention efforts for Transfer Students. This body will identify and address issues affecting the ability for Transfer Students to succeed by working with campus administration and the Associated Students of UCR.

b. Powers and Responsibilities: The Transfer Student Task Force shall have the authority to make recommendations on changes in policy at UCR, develop action campaigns and proceed with these campaigns with support and funding from ASUCR and review all matters pertaining to access, opportunity, and retention efforts of the campus to ensure that they adhere and protect the interests of all UCR students. The task force will also coordinate with the UC Student Association Transfer Student Coalition to make recommendations on changes in policy at the UC-wide level, as well as develop action campaigns through the UC Student Association.

a. Membership: The Transfer Student Task Force shall consist of fourteen (14) members as follows:

- a. One (1) representative from the ASUCR Transfer Student Committee
- b. Two (2) ASUCR Senators
- c. One (1) representative from the following ASUCR offices:
  - i. Office of the Vice-President of External Affairs
  - ii. Office of the Vice-President of Campus Internal Affairs
- d. Two (1) members of Tau Sigma National Honor Society
- e. One (1) member of Puente
- f. One (1) member of CHASS Transfers First
- g. One (1) member of School of Business Transfer Mentor Program

Staff members attending the task force meetings will be considered as ex-officio members. Only students involved in the task force will be the voting members.

A. The process for appointing representatives to the Council shall be as follows:

- a. The ASUCR Transfer Student Director shall contact all the above listed organizations and request their representatives.
- b. Such appointments shall be made within three (3) weeks of contact by the ASUCR

Transfer Student Director in order to assure that the Council begins to meet promptly every year.

- c. The ASUCR Personnel Director shall appoint two (2) ASUCR Senators to the Transfer and task force.
- d. The ASUCR Vice-President of External Affairs and the Vice-President of Campus Internal Affairs shall each appoint one (1) representative from his/her/their respective office upon being contacted by the ASUCR Personnel Director at the beginning of each Fall quarter of every academic year.
- e. Such appointments shall be made within three (3) weeks of contact by the ASUCR Student Director.
- f. The ASUCR Transfer Student Director will serve as the interim Chair Person until an internal election is held.

B. The term of office for each member of the Council shall be three (3) consecutive quarters beginning Fall quarter every academic year.

Officers: The Council shall have two (2) officers, a Chairperson and a Vice-Chairperson, whose duties will be as follows:

- a. The Chairperson shall be in charge of coordinating all meetings of the Council, creating agendas for these meetings, presiding over these meetings to ensure that the agenda is being followed and the conversation remains orderly, and reporting all actions of the Council to the ASUCR Senate.
- b. The Chairperson and his/her/their duties shall also be governed by the following provisions:
  - i. The Council shall meet monthly and/or as needed as determined by the Council.
  - ii. The agenda for each meeting will be approved by a majority vote of all the members of the Council before the meeting may proceed.
  - iii. The Council may vote to give the Chairperson any extra duties and powers as needed and with the condition that the Chairperson accepts these extra duties and powers.
  - iv. The Chairperson shall not act as a voting member unless there is a tie amongst the members of the Council.
- c. The Vice-Chairperson shall be in charge of taking detailed minutes of each meeting of the Council, sending these minutes to all members prior to the beginning of the following meeting, acting as Chairperson in the absence of the Chairperson, and helping the Chairperson with his/her/their duties as needed. The Vice-Chairperson and his/her/their duties shall also be governed by the following provisions:
  - i. The Vice-Chairperson shall be a voting member except when acting as Chairperson in the absence of the Chairperson, in which case he/she shall only vote in the case of a tie as the Chairperson normally would.
  - ii. The Vice-Chairperson shall be a representative from ASUCR unless there is no willing representative, in which case the Vice-Chairperson may be a representative from one of the Transfer organizations.

The Chair and Vice-Chair Person will be elected by a majority vote of the Transfer Task Force.



(e) Special Provisions

C. These Bylaws may only be updated upon both a two-thirds vote of the members of the Transfer Task Force and a majority vote of the ASUCR Senate.

Section 13

Appointment, Removal, and Vacancy–

(a) Appointment of the Transfer Student Director shall be for the term 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;

*Established Fall 2022 (There was no Judicial Branch appointment Spring 2022)*