

CHAPTER XXXIII

Non-Traditional Student Director Bylaws

Section 1.

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

Section 2.

Term - The ASUCR Non-Traditional Student Director shall be elected during the general elections using the same process enumerated in the elections code. The Non-Traditional Student Director shall serve a nine-month term beginning in Fall quarter.

Section 3.

Qualifications--

- (a) The 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 Non-Traditional Student Director must identify as a Non-traditional Student, which includes, but is not limited too:
 - i. Students with dependents
 - ii. Foster Youth
 - iii. Formerly Incarcerated/System Impacted
 - iv. Veterans
 - v. Student with disabilities
 - vi. Re-entry students
- (c) If at any time the Non-Traditional Student Director shall violate these qualifications, the office of Non-Traditional Student Director shall be declared vacant by the Senate;
- (d) A vacancy in the position of the Non-Traditional 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 Equity Committee and shall prepare the agenda for any meetings over which they preside;

(b) Serve as an active member for the Student-Parent Committee

(b) Coordinate the online resources for Non-Traditional Student information ~~from~~ on the ASUCR website;

(d) Prepare written officer reports ~~at~~ to be presented at every State of the Association (SOTA) Senate meetings;

(e) Complete all ASUCR required trainings

(f) Ensure the Non-Traditional Student Director and the Committee coordinates at least three quarterly ASUCR events, in accordance with the Equity Committee and Student-Parent Committee:

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

(g) Appoint a Vice Chair of the Equity Committee with majority approval of the Equity Committee;

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

(i) Shall be responsible for bringing non-traditional student concerns to the administration and the Senate;

(j) Shall maintain on-going communications with various UCR living populations, including 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. Student Veterans
- ii. Student Disability Union

- iii. Guardian Scholars
- iv. R’Kids
- v. Underground Scholars
- vi. Diversity Council
- Vii. Other meetings as deemed necessary per Section 4, (l)

(l) Advocate for non-traditional students to gain the appropriate resources needed to succeed at UCR (Basic needs, Housing, Counseling and Psychological Services, HUB Governing Board, Research opportunities, Honors Program, Academic Support, Financial assistance, post-graduation opportunities, etc.)

(m) Shall attend all meetings with the ASUCR Executive Cabinet

Section 5.

The Equity Committee shall -

- (a) bring together student representatives from organizations, which specifically cater to Non-traditional 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 Non-Traditional Students. This body will identify and address issues affecting the ability for Non-traditional Students to succeed by working with campus administration and the Associated Students of UCR.
- (b) Powers and Responsibilities: The Non-Traditional 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 to make recommendations on changes in policy at the UC-wide level, as well as develop action campaigns through the UC Student Association.
- (c) Membership: The Equity Committee shall consist of eleven (11) members as follows. Although, there shall not be a cap on the maximum number of committee members if more representatives from nontraditional student groups are

interested:

- a. The Non-Traditional Student Director
- b. One (1) representative from the Student-Parent Committee
- c. Two (2) ASUCR Senators
- d. One (1) representative from the Office of the Vice-President of External Affairs
- e. One (1) representative from the Office of the Vice-President of Campus Internal Affairs
- f. One (1) member of R'Kids
- g. One (1) member of Veterans Association
- h. One (1) member of Guardian Scholars
- i. One (1) member Student Disabilities Union
- j. One (1) member of Underground Scholars

Staff members attending the task force meetings will be considered non-voting, ex-officio members.

- B. The process for appointing representatives to the Equity Committee shall be as follows:
 - a. The ASUCR Non-Traditional Student Director shall contact all the above listed organizations and request their representatives.
 - i. Such appointments shall be made within three (3) weeks of contact by the ASUCR Non-Traditional Student Director in order to assure that the committee begins to meet promptly every year.
 - b. The ASUCR Personnel Director shall appoint two (2) ASUCR Senators to the Non-traditional task force.
 - c. 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.
 - i. Such appointments shall be made within three (3) weeks of contact by the ASUCR Non-Traditional Student Director.
 - d. The ASUCR Non-Traditional Student Director will serve as the Chair Person
 - e. The term of office for each member of the committee shall be three (3) consecutive quarters beginning Fall quarter every academic year.

C.

- 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.
 - d. 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 Non-traditional organizations.
 - e. The Vice-Chair Person will be elected by a majority vote of the Non-traditional Task Force.
- a. Veteran Resource Center Representative -
- i. Shall be the official point of contact between student-veteran organizations and the committee.
 - ii. Shall be a student-veteran.
 - iii. Shall be responsible for representing the interests and needs of the

- student-veteran community at UCR.
 - iv. Shall be responsible for relaying information between student-veteran organizations and the Equity Committee.
 - b. Underground Scholars Initiative Representative -
 - i. Shall be the official point of contact between formerly incarcerated student organizations and the committee.
 - ii. Shall be a formerly incarcerated student.
 - iii. Shall be responsible for representing the interests and needs of the formerly-incarcerated community at UCR.
 - iv. Shall be responsible for relaying information between formerly incarcerated organizations and the Equity Committee.
 - c. R’Kids Representative -
 - i. Shall be the official point of contact between the committee and all student-parent organizations, including R’Kids.
 - ii. Shall be a member of the student organization R’Kids.
 - iii. Shall be responsible for representing the interests and needs of the student organization R’Kids
 - iv. Shall be responsible for relaying information between R’Kids and the Equity Committee
 - d. Guardian Scholars Representative
 - i. Shall be the official point of contact between guardian scholar student organization and the committee.
 - ii. Shall be a member of the Guardian Scholars.
 - iii. Shall be responsible for representing the interests and needs of the Guardian Scholars community
 - iv. Shall be responsible for relaying information between Guardian Scholars and the Equity Committee
 - e. Student Disability Union Representative
 - i. Shall be the official point of contact between the committee and all students with disabilities organizations.
 - ii. Shall be a member of the Student Disability Union.
 - iii. Shall be responsible for representing the interests and needs of students with disabilities
 - iv. Shall be responsible for relaying information between the Student Disability Union and the Equity Committee

(e) Special Provisions

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

(a) Consist of eleven (11) members. Ten (10) of the eleven (11) members shall be appointed by the Nontraditional Student Director. Ten (10) out of the eleven(11) members should be students and come from different colleges (CHASS, School of Business,

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 (Nontraditional Student Director), Vice Chair, Outreach Coordinator, Marketing Coordinator, Event Coordinator, and General Committee Members;

(c) Shall conduct quarterly meetings with UCR College Deans in respects to nontraditional student needs

(d) Actively solicit from the nontraditional student body information concerning the student needs as they pertain to the nontraditional 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 nontraditional student body to ASUCR;

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

(g) The Nontraditional Student Director shall initiate and pursue policy and programming in accordance to the perceived needs of the nontraditional student population

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

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

(j) Partner with departments, staff, student organizations, outside agencies, the Office of Student Life, and the community.

(k) Collaborate with a variety of college support and academic services such as counseling, admissions, and basic needs departments

Section 6.

The Vice Chair of the Equity Committee shall--

- (a) Be appointed by the 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 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 Equity Committee shall--

- (a) be appointed by the Nontraditional Student Director with approval from the Nontraditional Student Committee;
- (b) Stay in contact with organizations and communities that are relevant to the Office of the Nontraditional Student Director
 - i. The UCR Basic Needs Department (programs offered include R'Pantry, Emergency Response Crisis Team, Emergency Housing, CalFresh, and Grocery Support)
 - ii. The Well
 - iii. Diversity Council
 - iv. UCR Family Housing
 - v. UCR Counseling and Psychological Services
 - vi. UCR Academic Resource Center
 - vii. Nontraditional Student organizations as listed in Section 4 (j).
- (c) Perform all other duties as assigned by the committee.
- (d) Work in conjunction with the Vice President of Campus Internal and External Affairs.
 - i. The ASUCR VPCIA can further connect UCR Staff and the Non-Traditional Director to ensure transparency and recognition between nontraditional students and the rest of the UCR student body
 - ii. The ASUCR VPEA allows for communication with statewide legislators through lobbying efforts, and requesting demands that shall aid Non-Traditional students in navigating higher education success

Section 8.

The Marketing Coordinator of the Equity Committee shall--

- (a) Be appointed by the Nontraditional Student Director with approval from the Nontraditional Student Committee;
- (b) Promote events organized by the Nontraditional Student Committee on-campus;
- (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 Non-traditional Student Committee.

Section 9.

The Event Coordinator of the Equity Committee shall-

- (a) Be appointed by the Nontraditional Student Director with approval from the Nontraditional Student Committee;
- (b) Assist in event planning for events organized by the Nontraditional 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 in detail held that quarter: budget, goal as to why the event was held, number of participants, and so forth, 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 Nontraditional Student Equity Committee Members shall--

- (a) Attend all meetings called by the ASUCR Nontraditional Student Director;
- (b) Attend all Nontraditional Student events;

- (c) Participate in university -provided student success/leadership training programs;
- (d) Conduct a variety of recruitment activities for nontraditional students to promote the feel of belonging at UCR;
- (e) Maintain a friendly, supportive atmosphere for students;
- (f) Perform any of the duties that the committee prescribes.

Section 11.

Student-Parent Committee-

- (a) The Nontraditional Student Director shall help facilitate the creation and maintenance of the Student-Parent Committee.
- (b) The Non-Traditional Student Director must ensure that members of the Student-Parent Committee hold an active voice in the UCR campus-wide Student-Parent Task Force, to be in place by UCR Vice Chancellor of Student Affairs in Fall 2021.
- (b) Membership: The Student-Parent Committee shall be composed of at least 9 members and all students shall be open for membership. There shall not be a cap on the maximum number of committee members.
 - a. Recruitment- The NonTraditional Director shall be responsible for reaching out to students with dependents interested in advocating for student-parent issues. This may be through organizations such as R’Kids, the Veterans Resource Center, the Underground Scholars, and the general student body in order to recruit individuals to the committee.
 - b. The Non-Traditional Director shall be responsible for reaching out to the Student Family Housing Residential Advisor as to whether or not they would like to be appointed as a delegate to the committee
- (c) Leadership: Committee leadership shall consist of a Chairperson, Vice-Chairperson, an R’Kids Representative, and the Student-Parent Assistant (Women’s Resource Center).
 - a. Chair -
 - i. The committee shall meet as needed/determined by the Chair .
 - ii. Shall lead all scheduled meetings.
 - iii. Shall be responsible for creating agendas and facilitating discussion of the committee.
 - iv. Shall communicate with and report all actions to the Nontraditional Student Director.
 - v. Shall work with the Vice-Chair and committee in order to schedule a

regular meeting time.

- b. Vice Chair -
 - i. Shall be tasked with leading the committee in the event of the Chair's absence.
 - ii. Shall work with the Chair in order to complete the committee's administrative work and clerical duties.
 - iii. Shall be responsible for other duties as assigned by the Chair of the committee.
- c. R'Kids Representative -
 - i. Shall be the official point of contact between the committee and the student-parent organizations, including R'Kids.
 - ii. Shall be a member of the student organization R'Kids.
 - iii. Shall be responsible for representing the interests and needs of the student organization R'Kids
 - iv. Shall be responsible for relaying information between R'Kids and the Student-Parent Committee
- d. Student-Parent Assistant Representative -
 - i. Shall be the official representative for student-parents within or outside the R'Kids organization
 - ii. Shall be responsible for communicating important information in regards to the needs of student-parents of various communities
 - iii. Shall be responsible for relaying information between the Ethnic and Gender Program Directors and the Student-Parent Committee

(d) Determining Committee Leadership.

- a. Role of Non-Traditional Director
 - i. The Non-Traditional Director shall be responsible for chairing all committee meetings until the committee Chair is elected by the committee.
 - ii. Once a chair has been selected, they shall be responsible for leading the committee.
- b. Chair & Vicechair -
 - i. After the committee members have been recruited, the committee shall nominate amongst themselves for the positions of Chair and Vicechair.
 - ii. A simple majority vote of the entire committee shall be required in order to fill the position of Chair and Vicechair.
 - iii. Elections/Nominations of these two positions must take place within the first two weeks of Fall Quarter in each academic year.
- c. R'Kids Representative -
 - i. This representative shall be selected by the student organizations R'Kids, respectively, in the manner they see fit.
 - ii. R'Kids shall be contacted by the Non-Traditional Director, no later than Week 1 of Fall Quarter.
 - 1. Contact Information: R'Kids (Women's Resource Center)
 - 2. These organizations shall be notified of the position and whether they would like to appoint a representative to the committee.

- iii. In the event that one or all of the organizations decides not to appoint a representative or is unable to be contacted, the position may be delegated to another committee member, unless/until the respective organization appoints a representative.
- d. Student-Parent Assistant
 - i. This representative holds the employed position of student-parent assistant within the Women's Resource Center
 - ii. The Women's Resource Center shall be contacted by the Non-Traditional Director, no later than Week 1 of Fall Quarter
 - 1. Contact Information: Women's Resource Center Director and/or Staff
 - 2. They shall be notified of the position and whether they would like to be appointed as a representative to the committee.
 - iii. In the event that they decide to not hold the position, the Non-Traditional Director may be delegated with the Women's Resource Center to find another committee member, unless/until the respective organization appoints a representative.

(e) Powers and Responsibilities: Make progress and plausible solutions for student parents on campus.

- a. Shall be responsible for working with the student-parent community in order to advocate for the pressing issues these communities face.
- b. Shall be responsible for working with elected ASUCR officials in order to write and pass legislation to advocate for student-parent needs.
- c. Shall have the power to work with the ASUCR President, Vice President of Internal Affairs, Vice President of External Affairs, Transfer Director, and Non-Traditional Director in order to help get funds into basic needs initiatives assisting student-parents.
- d. Shall be responsible for advocating for basic needs and other student-parent issues, to the UCR administration and other local leaders.
- e. The committee shall have the power to advocate for the needs of their community as they see fit.

Section 12.

Appointment, Removal, and Vacancy–

(a) Appointment of Nontraditional Student Director shall be for the term 2021-2022 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 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.

(e) This bylaw shall take effect Fall Quarter of 2021 after the conclusion of the special election, at which time the Non-Traditional Student Director position will separate from the Transfer/Non-Traditional Student Director position.

Established Fall 2022 (no special election in Fall 2021)