

CHAPTER XXIV

Office of the Vice President Diversity, Equity and Inclusion (VPDEI)

Section 1. Governance

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Section 1. Governance

This Chapter, in conjunction with the ASUCR Constitution, shall govern the diversity and inclusion of ASUCR, which shall be referred to as the Office of the Vice President of Diversity, Equity, and Inclusion. The leader of this division shall be the Vice President of Diversity, Equity, and Inclusion herein referred to as VP DEI.

Section 2. Term and Qualifications

1. VP DEI term and qualifications -

- a. The VP DEI shall serve for one (1) year beginning the day after commencement and ending on the last Commencement Day the following year;
- b. Must be a currently enrolled student except for Summer Session, and be in good standing with the University;
- c. The VP DEI must have a minimum of 1 (one) year of previous ASUCR experience before assuming office as outlined in the ASUCR Elections Code;
- d. Must be available to fulfill office hours and duties during the Summer, Fall, Winter, and Spring quarters of tenure. The VP DEI will be required to come into the ASUCR office at least 3 times per week to work during the Summer months. Work will include setting up relationships with the Ethnic and Gender Programs, planning for future events/initiatives, hiring staff, training and more. If unavailable to come into the office during the Summer, they will not receive their stipend until which time they can be physically in the office fulfilling their duties.
- e. The VP DEI shall be elected along with the other Officers according to the provisions outlined in the ASUCR Constitution and Bylaws.
- f. If at any time the VP DEI violates the above qualification(s), that position shall be considered vacant per Chapter XXIV of these bylaws.
- g. The Executive Vice President, upon learning that the VP DEI position is vacant, shall announce this fact at the next regular meeting of the Senate. A new VP DEI shall be appointed within fifteen (15) working days as outlined in the Elections Code;
- h. Shall be required to hold office hours a minimum of 2 days per week
- i. Shall be required to do a check in with a minimum of one (1) Ethnic and Gender Programs once a week.

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Section 3. Duties and Description

1. Duties and Description: The Vice President of Diversity, Equity, and Inclusion shall:

- a. Be responsible for ensuring the diversity, equity, and inclusion of all groups on campus through the Ethnic and Gender Programs, University of California, Riverside's Director of Diversity, Equity, and Inclusion, and any other forms of representation as seen fit;
- b. Chair the Diversity, Equity, and Inclusion Committee, which meets a minimum of twice (2) a month, and oversees all duties of the VP DEI office;
 - i. This committee will include a minimum of 6 members, including the VP DEI (to serve as chair), one elected co-chair, and a representative from every office within ASUCR;
- c. Serve as a member of the Associated Students Cabinet and Executive Cabinet;

- d. Investigate and release public statements of all reported findings of diversity issues on campus that arise;
- e. Shall coordinate sexual assault and sexual harassment prevention training from the Title IX office and bystander intervention training from the CARE office to all elected representatives by the end of week two (2) of the fall quarter;
- f. Shall coordinate cultural competency training from Costo Hall to all elected representatives by the end of week two (2) of the fall quarter.
- g. Shall coordinate Disability Ally training from the Student Disability Resource Center (SDRC) to all elected representatives by the end of week two (2) of the fall quarter.
- h. Hold one (1) town hall meeting per quarter
- i. Be responsible for collecting quarterly reports from every ASUCR elected official on concerns they have about diversity and inclusion issues;
 - i. Must be a public report presented to the Senate by Week 9 of every quarter.
- j. Be responsible for researching diversity and inclusion policies within the University of California, Riverside to determine what needs to be reformed and/or updated per year.
 - i. Including but not limited to quarterly meetings with the campus wide Committee on Diversity, Equity, and Inclusion (CODEI)
- k. Ensure that all resources on the Office of Diversity, Equity and Inclusion on the ASUCR website and all related social media are up to date and accessible—which includes, but is not limited to:
 - i. Accessibility in transcribed videos
 - ii. Accessibility in captioned videos
 - iii. Accessibility in ease of navigation
- l. Perform outreach and coordination with the Vice President of External Affairs on civil rights issues concerning the UC Student Association and the University of California, Riverside
 - i. Planning for which should begin prior to Week 1 of Fall Quarter
- m. Ensure that diversity issues and concerns on our campus are addressed.
 - i. Forward all legislation passed by the weekly Legislative Review Committee (LRC) to Diversity Council co-chairs prior to Senate Meetings
 - ii. Ensure that Diversity Council members may serve as an ex-officio role according to the ASUCR Constitution, Article V Section B, where student program representatives are able to voice their concerns during the Senate Meetings
- b. Attend Diversity Council meetings.

Section 4: Committees

- 1. Diversity Equity and Inclusion Committee
 - a. Description - This committee will serve to enforce and ensure diversity, equity, and inclusion on all levels at the University of California, Riverside. This committee will consist of a minimum of 6 members, including the VPDEI (to serve as chair), one elected co-chair, and at least two ASUCR Senators.
 - b. Diversity Equity and Inclusion Committee Duties Include:
 - i. Identify barriers that prevent the diversity, equity, and inclusion of students, faculty, and staff of UCR; along with the solutions to acknowledge and solve these barriers;
 - ii. Hold one (1) quarterly meeting with UCR's Vice Chancellor and Chief Diversity Officer to discuss yearly plans, policies, and any other topics that they see fit;
 - iii. Work closely with UCR's Diversity, Equity, and Inclusion (DEI) Climate Council to investigate ways to promote positive changes in diversity policies/structures, groups, and individuals;
 - iv. Ensure the fair and equal investigation of diversity, equity, and inclusion reports made by any student, staff, and/or faculty as well as a following public statement;
 - v. Collect quarterly reports from all elected representatives
- 2. Diversity Council

- a. See Chapter XXIV of ASUCR Bylaws
- 3. Disability Rights and Awareness Committee
 - a. Description - The ASUCR Disability Rights and Awareness Committee shall act as the body of ASUCR that is responsible for prioritizing the voices of all persons with disabilities. This committee will attempt to achieve both external and campus wide awareness on Disability Equity rights and issues. They shall work in coalition with the Student Disability Resource Center and other organizations geared towards disability awareness in order to decide, in collaboration, how to appropriately address the issues they will be focusing on as well as promoting disability equity.
 - b. Shall be Chaired by the Disability Rights and Awareness Director
 - c. Disability Rights and Awareness Committee Duties include:
 - d. Raising external and campus wide awareness on Disability Rights and Awareness that cater to students with Disabilities
 - e. Collaborating on projects that promote access, opportunity, and Awareness for students with Disabilities
 - f. Addressing issues affecting the ability for students with disabilities to succeed by working with campus administration and ASUCR
 - g. Committee members are mandated to monthly meetings for a brief check-in to understand how ASUCR can empower students with disabilities.
 - h. Committee members are mandated to quarterly events in conjunction with the SDRC, SDU, L.E.A.P.E.D,
 - i. Meet as a committee at least weekly to update members about ongoing activities and initiatives
 - j. Advocate on behalf of SDRC, SDU, L.E.A.P.E.D
 - i. Advocacy can be in the form of creating legislation, event facilitation, support of upcoming events, etc.
 - k. Create and maintain a stable relation with all centers empowering students with disabilities.
 - l. Support ASUCR Disability Rights and Awareness Director's duties and ongoing projects.

Section 5: Positions

- 1. Head of Staff
 - a. Description - The Chief of Staff shall herein be referred to as the HOS. The duties and responsibilities of the COS are listed as follows:
 - i. Act as the Vice Chair of the Diversity, Equity, and Inclusion Committee;
 - ii. Act as the Chair of the Diversity, Equity, and Inclusion Committee, in the absence of the VP DEI;
 - iii. Oversee all the staff within the Diversity, Equity, and Inclusion Office to ensure that their responsibilities and duties are met appropriately;
 - iv. Act as immediate contact for VP DEI First-Year Fellows;
 - v. Assist the VP DEI in all events and programs hosted by the Office of Campus Internal Affairs;
 - vi. Perform any other duties prescribed by VP DEI
- 2. Ethnic and Gender Program Director
 - a. Description - This position would serve as a liaison between the Ethnic and Gender Programs and offices and the ASUCR.
 - b. Qualification/ Preference - Preferably be an Ethnic and Gender Program Student Staff Member, volunteer, or a lead under an E&G program organization.
 - c. E&G Liaison Duties Include:
 - d. Create a stable relationship between the ASUCR and the 11 Ethnic and Gender Programs by meeting with them once a month.
 - e. Present informational Ethnic and Gender Program report at every Senate meeting.
 - i. This report will highlight the information after each meeting the liaison and Ethnic and Gender Advisory Committee has with an E&G program.

- f. Manage Ethnic and Gender Advisory Committee;
 - i. See subsection 3b
 - g. Advertise Ethnic and Gender Programs' involvement opportunities, as well as events and programs.
 - h. Advertise ASUCR involvement opportunities, as well as events and programs.
 - i. Attend quarterly meetings with the VP DEI and Senate in order to discuss Ethnic and Gender Program updates and share meeting minutes with the E&G Programs.
 - j. Host a quarterly informational event with the Ethnic and Gender programs.
 - k. Meet with the diversity council once a quarter.
 - l. Host a civic engagement event in collaboration with the external office.
 - m. Work with the Campus Partnership Director to conduct collaborative events.
 - n. Have an online alternative event for people who cannot attend physical events.
 - o. Make a report from ASUCR to the E&G Offices (Share Senator and ECAB/Extended Cabinet reports).
 - p. Issue and analyze a quarterly survey to E&G Directors and staff allowing them to rank their satisfaction with the work ASUCR has done for the center.
 - i. The results of this survey should be included in the quarterly report submitted to the VP DEI.
3. Diversity Council Commissioner
- a. The Commissioners of Diversity Council (Co-Chairs) shall herein be referred to as CDCC. The duties and responsibilities of CDCC are listed as follows:
 - i. Work with the various ethnic and gender communities, student programs, and nontraditional students to promote collaboration and unity within the UCR community;
 - ii. Serve as Co-Chairs of the ASUCR Diversity Council, as outlined in Chapter XXXVI of the ASUCR bylaws;
 - iii. Lead all efforts, initiatives, and tasks as outlined in Chapter XXXVI of the ASUCR bylaws;
 - iv. Address issues of socioeconomic, racial, cultural, and intersectionality through events held on campus;
 - v. Assist in coordinating the large cultural event between the Ethnic and Gender Programs; and ASUCR, per the Diversity Council bylaw;
 - vi. Work towards understanding the unique campus climate of UCR and work on improving the campus climate for all students;
 - vii. Remain sensitive to the views of all sides;
 - viii. Perform all duties as prescribed by the VP DEI and/or the Student Senate;
 - ix. The Commissioners of the Diversity Council will assist in organizing and mobilizing the representatives of the Diversity Council and their respective departments.
 - 1. DEI Representative
 - 2. Secretary
 - 3. Freshman Fellows
4. Disability Rights and Awareness Committee Structure
- a. The ASUCR Disability Rights and Awareness Committee shall be composed of the ASUCR Disability Rights and Awareness Chair, Vice-chair, two (2) members of the Senate, and a minimum of five members (including appointed Chair and Vice-Chair)
 - b. The ASUCR Disability Rights and Awareness Chair shall:
 - i. Preside over all Committee meetings;
 - ii. Appoint a committee member to serve as Vice-Chairperson, with the approval of the Committee
 - iii. Call meetings as required, or when a majority of the Committee members request such action;
 - iv. Be responsible for contacting all committee members, in adequate time (at least 48 hours in advance), to give notice of a public meeting;

- v. Be responsible for the preparation and distribution of the reports and/or minutes of the Committee;
- c. The ASUCR Disability Rights and Awareness Vice-Chair shall:
 - i. Assist the ASUCR Disability Rights and Gender Awareness Chair with any or all responsibilities;
 - ii. Assist in communications between the ASUCR Disability Rights and Gender Awareness Chair and the Senate in the absence of the Chair;
 - iii. Assist in the communication between the ASUCR Personnel Director and the ASUCR Disability Rights and Gender Awareness Chair;
 - iv. Facilitate meetings in the absence of the committee chair;
 - v. Perform all other duties as assigned by the Senate, the Cabinet, or the Chairperson;
- d. The ASUCR Disability Rights and Gender Awareness Secretary shall:
 - i. Shall be responsible for taking notes throughout committee meetings, chair meetings, and board meetings;
 - ii. Shall be responsible for the keeping of past and present committee minutes;
 - iii. Facilitate meetings in the absence of the both the committee chair and vice-chair;
- e. The ASUCR Disability Rights and Awareness Marketing Assistant shall:
 - i. Be responsible for the promotion of any and all events held by committee;
 - ii. Be responsible for the creation of any media or flyers with the purpose of promoting committee events;
 - iii. Be responsible for the effective distribution of any promotional materials;
 - iv. Be responsible for assisting in the communication between the ASUCR Disability Rights and Awareness Committee and the official ASUCR Marketing Committee Chair;

Amendments:

Created Spring 2023 (SB-S23-002)

Updated Fall 2023 (SB-F23-001)

Updated Spring 2024 (SB-S24-005: Adopting Formatting)

Updated Fall 2024 (SB-F24-021: Bill to Reorder Bylaws)

Updated Winter 2025 (SB-W25-012: Amendment to VPDEI Bylaws)

Updated Spring 202 (SB-S25-008: Updating VPDEI Bylaws Updates)