

University Apartments South Residents' Association (UASRA)

President ByLaws

PURPOSE

The President is to protect and further the interests of the residents of UCLA University Apartments/South (UA/S).

DESCRIPTION

The President is the chief executive board member and is elected or removed in accordance with the UASRA Constitution.

ELIGIBILITY

Any registered tenant (18 years and older) of University Apartments/South who has previously held any elected office in the UASRA for at least three months (see Constitution for exceptions).

INTERNAL RESPONSIBILITIES

A. Officers

1. The President will be responsible for the direct supervision of the following board members, general and appointed officers: Vice President, Treasurer, Secretary, Newsletter Editor, Green Coordinator, and Community Garden Supervisor, and Safety and Health Delegate.
2. The President will be familiar with the By-Laws of all offices and will be responsible to make sure each board member and general officer listed above has a copy of the UASRA Constitution, the By-Laws of their office, and any other pertinent information at the beginning of the UASRA year and at any other time one of these offices is replaced by another person.
3. The President shall monitor on a regular basis adherence to the Constitution, By-Laws and guidelines of the UASRA. Any deviation should be dealt with according to the Constitution.
4. If a vacancy exists in any of the offices listed above, it is the responsibility of the President to recruit a replacement (filling a vacant office must be done in accordance with the UASRA Constitution).

B. Officers' Meeting, General Assembly, Policy Review Board, Advisor Meetings, and Other Responsibilities

1. The President shall schedule and conduct a monthly meeting of the general board. Time should be allowed to inform one another, consult together on the direction of the Association, address financial issues, plan the agenda for the General Assembly, vote on any decisions to be made by the executive board, and to address any other pertinent business. The President will draft and have an agenda prepared for the meeting.
2. The President shall schedule and conduct a monthly meeting (except August and December) of the General Assembly to communicate to UA/S residents all pertinent information, receive feedback from the residents, and vote on those issues to be decided by the Assembly. The meeting shall not exceed 2 hours. The President will draft and prepare the agenda beforehand.

The fine for failing to organize, schedule and conduct a General Assembly meeting is 20% of the President's stipend.

3. At the General Assembly meeting, the President will take attendance of all officers under his/her supervision and correspond with the Treasurer about fines if they need to be imposed.
4. The President shall schedule a monthly meeting with the UASRA advisor and Vice-President.
5. The President shall schedule and conduct a monthly meeting of the Policy Review Board (PRB) to include the UA/S Manager, UA/S Facilities Director, UA/S Senior Rental Coordinator, UA Support Services Manager, UASRA Advisor, and the UASRA executive board. The fine for failing to organize, schedule and conduct a PRB meeting is 20% of the President's stipend. If unable to attend a meeting, the President should arrange for the meeting to be conducted by succession of board members or reschedule the meeting. The fine for failing to do so is \$20 per meeting. When PRB and General Assembly meetings occur on the same day, the meetings shall count as one meeting for attendance purposes. If more than two meetings are missed, with proper notification and for an excusable reason, a \$20 fine will be issued per additional missed meeting. Three tardies will be treated as an absence. A tardy is defined as being 10 minutes late or more or leaving a meeting 10 minutes or more prior to the end of the meeting.
6. The President will fulfill the needs in gaps in other officer positions, or will successfully delegate the task to other members. The board will decide if monetary compensation is necessary for the specific task.
7. In the event that an officer position needs to become vacant without adequate time for the exiting officer to train the incoming officer, the President would then be trained instead and would train the incoming officer at the appropriate time.
8. The President will have administration access to the Facebook page, check the Facebook account regularly, and answer messages from residents in a timely manner.
9. A two week notice of resignation is required if the President decides to abdicate his or her position.

C. Newsletter

1. The President will submit a monthly article for the newsletter before the deadline set by the Newsletter Editor. The fine for failing to do is 20% of the monthly stipend, not to exceed \$50 per month.
2. The President will be a member of the Newsletter Editorial Board for the purpose of general editing and voting for submission approval. (Board also includes the Newsletter Editor, Vice President and two Unit Reps.)
3. The President is responsible for monitoring the publication date of the Newsletter.

D. Budget

1. The President is to ensure that the Treasurer has a budget proposal for the General Assembly's approval by the September board meeting.
2. The President will be a signer on the UASRA checking account and will be responsible for all

UASRA expenditures.

E. General Events

1. The President is required to assist in a minimum of two UASRA General Events. Assistance will officially be described as:
 - a. Assistance that was solicited in advance by the Event Coordinator.
 - b. Performing tasks specified by the Event Coordinator.
 - c. Being present for the entire event, including set up and clean up unless otherwise directed by the Event Coordinator.
2. If the President is unable to assist with the event for which he/she signed up, then it is at the discretion of the Event Coordinator to decide if he/she may change assignments. In the event of a disagreement, the Executive Board will make the final decision.
3. The fine for failing to adequately meet the requirements of helping with two events is \$40 for each event.
4. The President is strongly encouraged to attend every General Event of the UASRA.

F. Records

The President is to complete a Year In Review, which is a detailed list of the job responsibilities associated with the position, accomplishments from the year, challenges faced, and recommendations for the future at the end of their term (by June) or upon resignation.

EXTERNAL RESPONSIBILITIES

The President is responsible to have the needs of UASRA members represented to UCLA officials, Business Enterprises' administrators, and any other organization with potential impact on residents on an as-needed basis. This may be done in person, by another UASRA officer, or by an ad-hoc committee formed by the President and approved by the General Assembly. These contacts may include the following: UCLA Director of Housing, UA/S Manager, UA Support Services Manager, Office of Residential Life Advisor, UA/S Facilities Director, B.E. Apartment Coordinators, University Parents' Nursery School, Head Start, Graduate Student Association, and the University of California Police Department.

STIPEND

The president is to be paid his or her stipend at the end of each month, except for June.

I have read, understood and accepted the UASRA President By-Laws.

Name: _____

If nonstudent, Name and student ID of Spouse: _____

Address: _____

Phone # Day: _____ Evening: _____

Email Address: _____

Signature: _____ Date: ____/____/____

Complex: _____

*ByLaws subject to change with General Assembly approval