

Revision initiated: July 19, 2021, revised Sept 22, 2021

University Apartments South Residents' Association (UASRA)

Equity, health and safety officer's By-Laws

PURPOSE

The purpose of the Equity, Health and Safety (EHS) Delegate is to serve as a resource for residents, board members, and unit representatives and to provide suggestions and help on health and safety of persons of color/vulnerable/single family/international residents/LGBTQ and public health issues related to the UAS. The EHS Delegate will coordinate with UAS management, UCPD, other local enforcement and health agencies and UCLA groups to address residents' concerns and issues on equity/ health and safety. This position will be reviewed by the board semi-annually for productivity and benefit for residents.

DESCRIPTION

The Equity, Health and Safety Delegate is an elected officer in the UASRA. He/she is under the jurisdiction of the President.

ELIGIBILITY

Any registered tenant (18 years and older) of University Apartments/South.

RESPONSIBILITIES

A. Meetings

1. The EHS Delegate is required to attend monthly General Assembly (GA) meetings. He or she is also required to attend General Board meetings if invited. It is at the GA meeting that the Safety and Health Delegate has an opportunity to report any information regarding their duties or reminders to the General Assembly. The Safety and Health Delegate is responsible for working with the Secretary to relay the information presented in GA meetings to residents.
2. If unable to attend a meeting, the EHS Delegate should notify the President 48 hours in advance, unless it is an emergency, in which case notice should be given as soon as practicable under the circumstances.

B. Newsletter

1. The EHS Delegate must write two articles on equity, health and issues, one in the fall and one in the spring. These articles should include information for residents about opportunities on campus and in the wider community about events, speakers, and workshops relating to equity, health and safety in the form of blogposts on the UASRA website with the UASRA website editor's help.

C. Events/Workshops

The EHS Delegate must organize two events/workshops to educate residents on equity, health and safety issues. It is recommended that these workshops and events be organized in collaboration with local and UCLA agencies such as UCPD, neighborhood councils and nonprofit organizations. Each event must be approved by the President or Vice President. The deadline for organizing the first event is February 15th and the deadline for organizing the second event is June 5th.

D. Neighborhood Watch and Annual Reporting

The EHS Delegate is responsible for organizing a neighborhood watch and involving residents in the process. The finding and observations of the neighborhood watch should be reported to UASRA Board. At least once per year, the EHS Delegate should perform a walkthrough of the premises of University Apartments South and report their findings and residents' ongoing concerns to the President and/or Vice President and propose any maintenance, health and safety suggestions to UAS Management, UCPD and the UASRA Board. The EHS Delegate is encouraged to involve the ResLife/UCPD Crime Prevention unit and ask their assistance in addressing these issues. If the Safety and Health Delegate decides to resign, he or she must provide a written notice to the President at least 30 days before resignation.

STIPEND: The EHS Delegate is to be paid his or her stipend monthly.

E: The EHS Delegate is responsible for organizing their google drive and keeping recent (at least two previous years) information and samples of forms and flyers in their google drive at the end of their term(s). No data, including email inbox, sent folders and g-drive files can be deleted without discussion with the UASRA board. Regular back-up of data is mandatory. At the end of the academic year, the EHS delegate must submit their Year in Review Report, latest before June end, to receive their final stipend check. Data deletion/dismantling will result in barring participation in all future UASRA office committees.

Let it be understood that due to the nature of the Residents' Association, some issues may arise requiring attention that will not fall under any specific office. In such an event, you may be asked to perform other duties only as designated by the General Assembly. If EHS delegate by-laws are not upheld, the UASRA board has the right to take action as per **ADDENDUM-1, given at the end of this form.**

I have read, understood and accepted the UASRA Safety and Health Delegate

Name: _____

If nonstudent, Name and student ID of Spouse: _____

Address: _____

Phone # Day: _____ Evening: _____

Email Address: _____

Signature: _____ Date: _____ / _____ / _____

Complex: _____

*By-laws subject to change with General Assembly approval

August 31, 2021

University Apartments South Residents' Association (UASRA)

ADDENDUM-1 for Equity, health and safety officer's By-laws

1. If General Board meeting and General assembly (GA) meeting is missed, the EHS will read the meeting minutes published on the google drive and notify the president with any opinion or action plan and participate in any pending voting.
2. If two meetings are missed without notice or responsibilities are not fulfilled, the president will send a warning to the member and the EHS will have to submit a write-up for their absence and their action plan.
3. In addition, the office bearer will have to participate in UASRA community volunteering.
4. Further unexcused/unnotified absence and/or non-compliance with by-laws duties may result in dismissal.