

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

**University Apartments South Residents' Association (UASRA)  
Sawtelle Community Center Maintenance Coordinator By-Laws**

**PURPOSE**

The purpose of the Sawtelle Community Center Maintenance Coordinator (CCMC) is to maintain and grant access to the Sawtelle Community Center for reserved events. The position aims to maintain the condition of the Community Center.

**DESCRIPTION**

The Sawtelle Community Center Maintenance Coordinator is an appointed officer in the UASRA. He/she is under the jurisdiction of the Community Center Maintenance Coordinator.

**ELIGIBILITY**

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

**RESPONSIBILITIES**

**A. Meetings**

1. The Sawtelle Community Center Maintenance Coordinator is required to attend monthly General Assembly meetings. It is at the meeting that Sawtelle Community Center Maintenance Coordinator has an opportunity to report any information regarding their duties or reminders to the General Assembly.
2. If unable to attend a meeting, the Sawtelle Community Center Maintenance Coordinator should notify the President and Community Center Coordinator 48 hours in advance, unless it is an emergency, in which case notice should be given as soon as practicable under the circumstances. Care should be taken to attend the meetings regularly
3. If Sawtelle Community Center Maintenance Coordinator decides to resign, he or she must provide a written notice to the Community Center Coordinator at least 30 days before resignation.

**B. Lock, Key, and Inspection Responsibilities**

1. The Sawtelle Community Center Maintenance Coordinator will unlock the Community Center for one-time scheduled events. The Sawtelle Community Center Maintenance Coordinator must be sure to open the door for the one-time event.
2. The Sawtelle Community Center Maintenance Coordinator will lock the Community Center at the end of the one-time scheduled event.
3. The Sawtelle Community Center Maintenance Coordinator must inspect the room after events to determine whether cleaning is needed. Residents who reserve the room are to leave the room in good condition and follow the agreement as described in their contract. If the coordinator fails to check after an event and cleaning is needed, the deposit cannot be retained and the Sawtelle Community Center Maintenance Coordinator is responsible for cleaning the room.
4. It is not his/her responsibility to assist in case of lock-out situations. It will be up to the Sawtelle Community Center Maintenance Coordinator's discretion and /or availability to assist with unlocking.

5. If the Sawtelle Community Center Maintenance Coordinator is unable to work at an event (lock, unlock, and inspect the room), the Sawtelle Community Center Maintenance Coordinator is responsible for finding a substitute to fulfill his/her responsibilities and notifying him/her of all of the procedures and deadlines for working the event. The Sawtelle Community Center Maintenance Coordinator will pay the Substitute \$20.00 per event. Advance notice of at least 3 business days must be given to the Community Center Coordinator in this situation and the Community Center coordinator must approve this.
6. The Community Center and Sepulveda Resource Room will not be available to reservations from residents during the Thanksgiving weekend and the last 2 weeks in December.

#### C. Deposit Procedures

1. The Sawtelle Community Center Maintenance Coordinator will assess the Community Center after each event to determine if the resident who reserved the room met the requirements of the contract (See UASRA Community Center Contract).
2. The Sawtelle Community Center Maintenance Coordinator must inform the Community Center Coordinator if there have been any violations of the contract, as well as of cancellations and lock-out situations.

#### D. Checklists.

1. The Sawtelle Community Center Maintenance Coordinator must follow the steps in the Community Center Checklist for each event. The Sawtelle Community Center Maintenance Coordinator must fill out and sign off on the checklist for each event. At the end of each week, the Sawtelle Community Center Maintenance Coordinator must submit the checklists to the Community Center Coordinator.
2. The Sawtelle Community Center Maintenance Coordinator must post a check-list of cleaning responsibilities inside the Community Center, which outlines reasons for why a deposit would be retained.

#### E. Community Center Walk-Through and Cleaning

1. The Sawtelle Community Center Maintenance Coordinator must walk through the Community Center once per week (Monday-Friday) and clean the Community Center.
2. Notify Maintenance when cleaning supplies are low or maintenance is required.

#### F. General Events

1. The Sawtelle Community Center Maintenance Coordinator is required to assist with a minimum of one 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 Sawtelle Community Center Maintenance Coordinator is unable to assist with the event he/she signed up for, it is his/her responsibility to switch with another UASRA officer or find a replacement.

STIPEND

The Sawtelle Community Centre Maintenance Coordinator is to be paid his or her stipend monthly.

At the end of the academic year, the CCMC must submit their Year in Review Report, latest before June end, to receive their final stipend check. The Year In Review, which is a detailed list of the job responsibilities associated with the position, should entail accomplishments from the year, challenges faced, and recommendations for the future at the end of their term (by June) or upon resignation.

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 the CCMC 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 Sawtelle Community Center Maintenance Coordinator

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 CCMC By-laws

1. If General Board meeting and General assembly (GA) meeting is missed, the CCMC will read the meeting minutes published on the google drive and notify the Community Center Coordinator 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 Community Center Coordinator will send a warning to the member and the CCMC 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.