

Revised August 2021; Revised August 2023

University Apartments South Residents' Association (UASRA)

Unit Representative By-Laws*

PURPOSE

The general purpose of the Unit Representative is to bring student families together, represent their concerns and interests, and keep them informed of University Apartments/South issues.

DESCRIPTION

The Unit Representative is a general officer in the UASRA. The Unit Representative is under the jurisdiction of the Vice President.

ELIGIBILITY

Any registered tenant (18 years and older) of University Apartments/South (see Constitution for exceptions).

RESPONSIBILITIES

A. Meetings

1. The Unit Representative is required to attend monthly General Assembly meetings. It is at the meeting that the Unit Representative will have the opportunity to report any information regarding their assigned area to the General Assembly.
2. If unable to attend a meeting, the Unit Representative should notify the President and Vice President 48 hours in advance, unless it is an emergency, in which case notice should be given as soon as practicable under the circumstances. In addition, the Unit Representative must e-mail a Unit Report to the Vice President no later than 24 hours prior to the current month's scheduled meeting to be read at the General Assembly.
3. If the unit representative moves out of their unit into another unit of UAS during their term, the position will be advertised to residents of the unit and a mid-year election will be run if anyone currently living in the unit is interested in the position. If no residents in that unit would like to become a candidate, the unit representative may continue serving even though they no longer reside in the unit.

B. UASRA Flyers

1. The Unit Representative will distribute flyers only as directed by the following Board members: President, Vice President, Community Center Coordinator, or Event Coordinator. A distribution can contain several flyers to be distributed door to door and/or mailboxes and laundry rooms.
2. The Unit Rep is responsible for picking up the flyers from the place designated by the Executive Board once notified by the Vice President.
3. The President, Vice President or Event Coordinator must approve all flyers before distribution. Official UASRA approval stamp and signature must be obtained for each flyer.
4. Make your introductory flyer for the welcome event.

C. Unit Event

1. The Unit Representative must hold two events for their unit.
 - a. One event between July 1st and the end of Fall quarter.
 - b. One between January 1st and May 31st.

2. To plan an event, the Unit Representative must follow the procedure below as well as the guidelines listed in the Unit Representative Digital Binder:
 - a. The Unit Representative must provide an estimate of the cost categorized by food, drinks, supplies, entertainment, prizes and miscellaneous, for approval by the Treasurer at least four weeks in advance of the event.
 - b. The Unit Representative must advertise the event in the Res Life Newsletter, UASRA Website, and/or Social Media Group and door to door throughout his/her assigned unit no later than two weeks prior to the date of the scheduled event.
 - c. To reserve the Community Center, Sepulveda Resource Room, or gazebo, the Unit Representative must contact the Community Center Coordinator. All rules and regulations regarding usage of the building will apply.
3. Receipts for all expenses must be submitted to the Treasurer within a week after the event. If receipts are not possible, a hand made one with both the Unit Representative and individual being paid must sign, date, write the amount of payment, and phone number where such individual can be reached at.
4. The Unit Representative must write a brief article not to exceed 75 words for the UASRA website and/or Res Life Newsletter to report on the event outcome, including the event description and estimated number of attendees.
5. Any non-consumable items purchased and not used by the Unit Rep must be given to the Event Coordinator/UASRA storage to keep as UASRA supplies.

D. Area Walkthroughs

1. The Unit Representative must complete at least **one** organized Maintenance walkthrough before November 15th of each year.
2. In addition to the Unit Representative, the Maintenance Manager will attend. At the discretion of the Unit Representative, President, and/or Vice President, others may be invited to attend.
3. In planning this walkthrough, the Unit Representative should follow procedures below:
 - a. Sign up for a time slot as presented by the Vice President.
 - b. Two weeks prior to the scheduled walkthrough, the Unit Representative must patrol the assigned unit and note any items that need to be addressed on a “pre-walkthrough” report, which is to be submitted to the Vice President.

E. General Events

1. The Unit Representative is required to assist in a minimum of **two UASRA General Events - minimum of one in each half of the academic year**. 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 Unit Representative is unable to assist with the event they signed up for, then it is at the discretion of the Event Coordinator to decide if they may change assignments. In the event of a disagreement, the Executive Board will make the final decision.

3. The Unit Representative is encouraged to attend every General Event of the UASRA.

4. If the assistance is not provided for a minimum of two events, the event coordinator may ask the vice president to deduct the unit representative's stipend.

F. Unit Representatives are 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. The glass case key (if applicable) must be turned in when their term(s) end. At the end of the academic year, Unit Representatives 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.

If unit representative 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.

STIPEND

The Unit Representative is to be paid their stipend at the end of each quarter (3 months), except for June.

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 UASRA Board. Given the case that any of the above duties are cancelled or changed, assigned duties may be modified so that Unit Representatives still meet the required number and/or hours of service events.

I have read, understood and accepted the UASRA Unit Representative

By-Laws.

Name and UID: _____

If nonstudent, **Name and student ID of Spouse:**

Apt Address: **Phone #:

Email Address:

Signature: _____ Date: ____/____/____ Complex:

*By-laws subject to change with General Assembly approval

** Phone number will be used for group communication

August 4, 2021

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ADDENDUM-1 for Unit-Representative By-laws

1. If General assembly (GA) meeting is missed, the unit rep will read the meeting minutes sent to them via the Vice president (VP) and notify the VP with a receipt and action plan and participate in any pending voting.
2. If two GA meetings are missed without notice or responsibilities are not fulfilled, the Vice president will send a warning to the member and the unit rep will have to submit a write-up for their absence and their action plan.
3. Further unexcused/unnotified absence and/or non-compliance with by-laws duties may result in dismissal.