

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

University Apartments South Residents' Association (UASRA)

Secretary By-Laws

PURPOSE

The purpose of the Secretary is to enable UASRA to function in an organized manner and to take the minutes of the meetings.

DESCRIPTION

The Secretary is an executive board member and is elected or removed in accordance with the UASRA Constitution. He/she is under the jurisdiction of the President.

ELIGIBILITY

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

RESPONSIBILITIES

A. Meetings

1. The Secretary is required to attend monthly board meetings. The function of this meeting should include the reporting of any pertinent information relating to the duties of each officer.
2. The Secretary is required to attend monthly Policy Review Board (PRB) and General Assembly meetings.
3. The Secretary will inform the President of any issues to be put on the agendas for the meetings.
4. If unable to attend a meeting, the Secretary 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. Care should be taken to attend the meetings regularly
5. The Secretary may be asked to participate in other meetings as directed by the President.

B. Meeting Minutes

1. Print the agendas or other items for the General Board, PRB and General Assembly meetings if requested by the President.
2. Take the minutes for General Board, PRB and General Assembly meetings.
 - a. A summary of the minutes is to be distributed to all General Board members for their approval.
 - b. The summary of the General Assembly and PRB minutes are due to the Website Editor by the Tuesday following the meeting.
3. Arrange for the food and drinks at the General Assembly meeting.
4. If the Secretary is unable to take the minutes for the Board meeting and/or PRB meeting, the Secretary is responsible for finding a Substitute to take the minutes of the meeting and notify him/her of all of the procedures and deadlines for taking UASRA minutes. The Secretary will pay the Substitute \$20 per meeting.

5. If the Secretary is unable to take the minutes and arrange for the food and drinks for the General Assembly meeting, the Secretary is responsible for finding a Substitute to take the minutes of the meeting and notify him/her of all of the procedures and deadlines for taking UASRA minutes. The Substitute is also responsible for arranging the food and drinks for the meeting. The Secretary will pay the Substitute \$20.

C. UASRA Constitution, By-Laws and Rules and Procedures

1. The Secretary will update all changes to the UASRA Constitution and By-Laws within one month of change. The most updated copy of the Constitution and By-Laws will be maintained electronically in a shared Board repository.

2. The Secretary will keep copies of Officers' signed By-Laws on file.

D. UASRA Office Supplies

1. The Secretary will keep the office stocked with paper, toner, office supplies, paper plates, napkins, and any other office supply approved by the budget.

E. UASRA Website

1. The Secretary or designee shall contribute to the website content, including pages relating to the organization or meeting of UASRA and the FAQs.

F. UASRA Contact Lists

1. The Secretary will maintain and update the UASRA board member and representative contact list containing name, address, emails, and phone numbers. This list will be maintained electronically. This list is not for public distribution but needs to be distributed to all officers. The Secretary will update and maintain the UASRA Community Contact Information sheet.

G. General Events, Programming and Services

1. The Secretary is required to assist with a minimum of two UASRA General Events. Assistance will officially be described as:

a. Assistance that was solicited in advance by the Event Coordinator. (in the event that the event coordinator does not need help, then the Green Coordinator may solicit additional assistance)

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 Program Coordinator.

2. If the Secretary is unable to assist with the event he/she signed up for, then it is at the discretion of the Program 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 Secretary is encouraged to attend every General Event of the UASRA.

H. Records

1. The Secretary 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 Secretary 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. 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 the Secretary 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 Secretary By-Laws.

Name: _____

If non-student, Name and student ID of Spouse: _____

Address: _____

Phone # Day: _____ Evening: _____

E-mail 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 Secretary By-laws

1. If General Board meeting, PRB, General assembly (GA) meeting is missed, the Secretary 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 Secretary 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.