

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

University Apartments South Residents' Association (UASRA)

Website Editor By-Laws

PURPOSE

The general purpose of the Website Editor is to oversee the production of the UASRA website, form and content.

DESCRIPTION

The Website Editor is a general board member and is elected or removed in accordance with the UASRA Constitution. He/she is under the jurisdiction of the UASRA President.

ELIGIBILITY

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

GENERAL RESPONSIBILITIES

A. Meetings

1. The Website Editor is required to attend monthly General Assembly meetings.
2. The Website Editor will inform the President of any issues to be put on the agendas for the meetings.
3. If unable to attend a meeting, the Website Editor 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. The Website Editor may be asked to participate in other meetings as directed by the President.

B. General Events

1. The Website Editor is required to attend and assist with a minimum of two other general UASRA 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 activity, including set up and clean up unless otherwise directed by the Event Coordinator.
2. If the Editor is unable to assist with the activity he/she signed up for, 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 Website Editor is encouraged to attend every General Event of the UASRA.

WEBSITE RESPONSIBILITIES

A. Web Maintenance

Website information should be kept accurate and up to date each month.

B. Function and Content

1. At a minimum, the Website will contain the following:
 - a. Information about UASRA:

- i. Current versions of UASRA governing documents, including but not limited to the Constitution and Officer Bylaws;
 - ii. The General Assembly meeting schedule including time and location;
 - iii. Contact information for all UASRA Officers;
 - iv. Minutes of UASRA meetings (Policy Review Board & General Assembly)
- b. Information about UASRA programming:
 - i. Announcement of events from the Event Coordinator;
 - ii. The current language & recreational class schedule;
 - iii. Any other current programs.
- c. The Sepulveda Resource Room, Community Center and Gazebo calendar;
- d. Information about UCLA Housing:
 - a. Provide residents information on how to place a Maintenance Request with UCLA Housing;
 - b. Provide residents information on how to contact their Resident Services Coordinator;
 - c. Provide residents emergency / out of hours contact information.
- 2. At a minimum the website will perform the following functions:
 - e. facilitate reservation of community spaces (Sepulveda Resource Room, Community Center and Gazebo);
 - f. facilitate requests of garden plots.

C. Editorial Discretion

1. It is UASRA's policy to publish any and all submissions by the general membership or University Apartments South Management, with the following qualifications:
 - a. The Website Editor is authorized to edit submissions to meet technical requirements and to remove anything patently offensive (obscene, racist, libelous, personal attacks, etc.).
 - b. The Website Editor has authority to edit all submissions for spelling, grammar, length, and clarity.

D. Publication Timeline

1. The website Editor must determine the submission deadlines for the year by September GA Meeting. Any deadlines must be listed on the website. Any changes to the deadline must be announced to the General Board and at the General Assembly one month before the changes take effect.

E. Records

The Website editor 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 website editor 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.

F. Funding

1. The Website Editor has jurisdiction over website funds as approved in the Yearly Budget by the General Assembly, unless overruled by a majority vote of the UASRA board or by a majority vote of the UASRA General Assembly.
2. All funds must be spent for the express purpose of the UASRA website unless otherwise re-allocated by vote of the General Assembly.
3. The Website Editor must submit receipts for expenditures by the General Assembly after expenses are incurred.

STIPEND: The website editor is to receive his/her/their stipend monthly.

If the Website Editor decides to resign, he or she must provide a written notice to the President at least 30 days before 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 Website editor 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 Website Editor 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

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ADDENDUM-1 for Website Editor By-laws

1. If General Board meeting, PRB, General assembly (GA) meeting is missed, the website editor 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 of each meeting are missed without notice or responsibilities are not fulfilled, the president will send a warning to the member and the website coordinator 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.