

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

University Apartments South Residents' Association (UASRA)

Community Center Coordinator By-Laws

PURPOSE

The purpose of the Community Center Coordinator is to provide programs, classes and events for University Apartments/South residents in an attempt to provide constructive activities for them to be involved in and to represent their concerns and interests. The Community Center Coordinator is also responsible for scheduling events and overseeing the cleaning and condition of the Community Center and Sepulveda Resource Room for the use of UASRA, Management, University Apartments/South residents, and other related organizations.

A one year commitment is strongly recommended.

DESCRIPTION

The Community Center Coordinator is a general board member in the UASRA. He/she 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 and Other Responsibilities

1. The Community Center Coordinator 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 board member.
2. The Community Center Coordinator is required to attend monthly General Assembly meetings.
3. The Community Center Coordinator will inform the President of any issues to be put on the agendas for the meetings.
4. If unable to attend a meeting, the Community Center Coordinator 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. Care should be taken to attend the meetings regularly
5. The Community Center Coordinator may be asked to participate in other meetings as directed by the President.
6. The Community Center Coordinator is to complete a Year In Review, which is a detailed list of the job responsibilities associated with the position, accomplishments from the year, challenges faced, and recommendations for the future at the end of their term (by June) or upon resignation.

7. A two week notice of resignation is requested if the Community Center Coordinator abdicates his or her position.
8. 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.

B. Community Center, Gazebo and Sepulveda Resource Room

1. The Community Center Coordinator must keep the schedule for the Community Center at 3200 Sawtelle Blvd.
2. The Coordinator will ensure that the Community Center calendar is up to date and published on the UASRA website.
3. The Coordinator will update the calendar for the Sepulveda Resource Room at 3281 Sepulveda Blvd and ensure that it is published to the UASRA website.
4. The Community Center Coordinator must keep the schedule for the Gazebo at 3290 Sawtelle Blvd and ensure that it is published to the UASRA website.
5. For each reservation, the Coordinator must collect the security deposit of \$80.00 and complete the Contract and Waiver .
6. The Coordinator will be responsible for returning and/or voiding checks used for security deposits unless they need to be used for cleaning and/or damages.
7. For regular users of the facilities, the Community Center Coordinator must make sure that they are aware of how to clean up and close the facilities.
8. The Community Center Coordinator will issue a report in writing to the Vice President if there are any problems.

C. Community Center and Sepulveda Maintenance Coordinators

1. The Community Center Coordinator will advertise, interview and hire the Maintenance Coordinators for each facility. He/she may enlist the help of the Vice President in reviewing applications and interviewing.
2. The Community Center Coordinator is responsible for ensuring the Maintenance Coordinators are:
 - a. Opening the facilities for each event.
 - b. Inspecting the facilities after each following the event to confirm that the facilities are clean and in order after events.
 - c. Cleaning the facilities if needed.
 - d. Cleaning the UASRA office for an additional fee to be established by the Executive Board or for hiring and supervising an outside party to clean the facilities for the

established fee.

3. The Community Center Coordinator will assist and support the Maintenance Coordinators in the event of any conflicts or problems regarding the facilities, reservations, etc.
4. It is suggested that the Community Center Coordinator assist the Maintenance Coordinators in their duties within his/her means.

D. Classes

1. The Community Center Coordinator must work with UCLA Recreation Center to provide classes for adults and children each quarter. (Fall, Winter, Spring, and Summer).
2. The Community Center Coordinator must ensure that the Recreation Center's class schedule is accurate and posted to the UASRA website at least one week in advance of the beginning of the quarter. Class schedules should be verified by UCLA Recreation and the Community Center Coordinator before printing and posting to ensure their accuracy.
3. The Community Center Coordinator must organize language classes every quarter, which includes securing teachers, making flyers, and scheduling classes. Information should be posted to the UASRA website in good time.
4. The Community Center Coordinator must collect all keycard contracts from each instructor including those from UCLA's Recreation Center and from any sponsored language classes.
5. The Community Center Coordinator must record the dates, times, instructors, and students of each language class and then collect roll sheets from all classes. Roll sheets must be collected and verified from funded classes before submitting to the Treasurer for payment.
6. The Community Center Coordinator will assist and help the teachers with any problems with the facilities and materials.

E. General Events

1. The Community Center Coordinator is required to attend and assist in a minimum of two UASRA general events.
2. If the Community Center 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.
3. It is strongly encouraged that the Community Center Coordinator attend every General Event of the UASRA.

F. Keycards

1. The Community Center Coordinator must request and collect key cards for board members who need access to the Community Center, UASRA office and Resource Room in the first week of June.
2. The Community Center Coordinator will assist in requesting key cards to grant access to Unit Representatives who don't live in the respective units.

3. The Community Center Coordinator will arrange to provide an extra key card for the Community Center Maintenance Coordinator, to be used by residents for the duration of their event.

G. Records

The Community centre coordinator 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 Community centre coordinator 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.

STIPEND

The UASRA Community Center Coordinator is to be paid his or her stipend at the end of each month, except for June, August, and December.

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 event, you may be asked to perform other duties only as designated by the General Assembly.

If the Community Centre coordinator 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 Community Center Coordinator 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 Community Centre Coordinator By-laws

1. If General Board meeting, PRB, General assembly (GA) meeting is missed, the Community Centre Coordinator will read the meeting minutes published on the google drive and notify the Vice 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 Vice president will send a warning and the Community Centre 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.