

**Revised September 2021, Revised August 2023**  
**University Apartments South Residents' Association (UASRA)**  
**President By-Laws**

**PURPOSE**

The President is to protect and further the interests of the residents of UCLA University Apartments South (UAS).

**DESCRIPTION**

The President is the chief executive board member of UASRA and is elected or removed in accordance with the UASRA Constitution.

**ELIGIBILITY**

Any registered tenant (18 years and older) of University Apartments South who has previously held any elected office in the UASRA for at least three months (see Constitution for exceptions).

**INTERNAL RESPONSIBILITIES**

**A. Officers**

1. The President will be responsible for the direct supervision of the following board members, general and appointed officers: Vice President, Treasurer, Secretary, Website Editor, Green Coordinator, and Community Garden Supervisor
2. The President will be familiar with the By-Laws of all officers. President will be responsible to encourage each board member to read the UASRA Constitution available online, the By-Laws of their office, and any other pertinent information at the beginning of the UASRA year and at any other time one of these offices is replaced by another person and/or if by-laws update occurs.
3. The President shall monitor on a regular basis adherence to the Constitution, By-Laws and guidelines of the UASRA. Any deviation should be dealt with according to the Constitution.
4. If a vacancy exists in any of the offices listed above, it is the responsibility of the President to recruit a replacement (filling a vacant office must be done in accordance with the UASRA Constitution).

**B. Officers' Meeting, General Assembly, Policy Review Board, Advisor Meetings, and Other Responsibilities**

1. The President shall schedule and conduct a monthly meeting of the general board. Time should be allowed to inform one another, consult together on the direction of the Association, address financial issues, plan the agenda for the General Assembly, vote on any decisions to be made by the executive board, and to address any other pertinent business. The President will draft and have an agenda prepared for the meeting.
2. The President shall schedule and conduct a monthly meeting (except August and December) of the General Assembly to communicate to UAS residents all pertinent information, receive feedback from residents, and vote on those issues to be decided by the General Assembly. The meeting shall not exceed 2 hours. The President will draft and prepare the agenda beforehand.

3. At the General Assembly meeting, the President will monitor attendance of all officers under their supervision and correspond with the Treasurer about fines if they need to be imposed.
4. The President shall schedule a monthly Board meeting with the UASRA advisor and Board members. They will prepare the agenda for the meeting.
5. The President shall schedule and conduct a monthly meeting of the Policy Review Board (PRB) to include the UAS Manager, UAS Facilities Director, UAS Support Services Manager, UASRA Advisor, and the UASRA executive board. If unable to attend a meeting, the President should arrange for the meeting to be conducted by succession of board members or reschedule the meeting. When PRB and General Assembly meetings occur on the same day, the meetings shall count as one meeting for attendance purposes.
6. The President will fulfill the needs in gaps in other officer positions, or will successfully delegate the task to other members. The Board will decide if monetary compensation is necessary for the specific task.
7. A two week notice of resignation is required if the President decides to abdicate their position.

#### C. Budget

1. The President is to ensure that the Treasurer has a budget proposal for the General Assembly's approval by the September board meeting.
2. The President will be a signatory on the UASRA checking account and together with the Treasurer is responsible for all UASRA expenditures.

#### D. General Events

1. The President is required to assist in a minimum of two UASRA General Events. Assistance is described as:
  - a. Assistance 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 President is unable to assist with the event for which they signed up, 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 President is strongly encouraged to attend every General Event of the UASRA.
4. The President is required to attend at least one Master Gardener meeting.

#### E. Records

The President 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 President 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. Keycards

1. The President 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 July for all the UASRA officers.

EXTERNAL RESPONSIBILITIES

The President is responsible to have the needs of UASRA members represented to UCLA officials, and any other organization with potential impact on residents on an as-needed basis. This may be done in person, by another UASRA officer, or by an ad-hoc committee formed by the President and approved by the General Assembly. These contacts may include the following: UCLA Director of Housing, UAS Manager, UAS Support Services Manager, Office of Residential Life Advisor, UAS Facilities Director, B.E. Apartment Coordinators, University Parents' Nursery School, Head Start, Graduate Student Association, and the University of California Police Department.

STIPEND

The president 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.

If the President's 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 President By-Laws.

Name: \_\_\_\_\_

If nonstudent, Name and student ID of Spouse: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Complex: \_\_\_\_\_

\*ByLaws subject to change with General Assembly approval

**August 31, 2021**

**University Apartments South Residents' Association (UASRA)**

**ADDENDUM-1 for President By-laws**

1. If General Board meeting, PRB, General assembly (GA) meeting is missed, the President will read the meeting minutes published on the google drive and notify the UASRA board 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 UASRA board will send a warning and the President 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.