

**Revised September 2021; Revised August 2023**

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

**Vice President By-Laws**

**PURPOSE**

The purpose of the Vice President is to oversee specified board members and general officers of the UASRA. In addition, the Vice President is to be informed and prepared to act as or assist the President regarding external affairs as needed.

**DESCRIPTION**

The Vice President is an executive board member and is elected or removed in accordance with the UASRA Constitution. They are under the jurisdiction of the President.

**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).

**RESPONSIBILITIES**

**A. Officers**

1. The Vice President will be responsible for the direct supervision of the following board members and general officers: Event Coordinator, Community Center Coordinator, and Unit Representatives.
  - a. The Vice President will be responsible for organizing a unit rep training at the beginning of the year and training any new unit reps throughout their term.
2. The Vice President will be familiar with the By-Laws of each office and will be responsible to make sure each board member and general officer has a copy of the UASRA Constitution, the By-Laws of their office, and any other information pertinent to their office at the beginning of the UASRA year and at any other time one of these offices is replaced by a new person.
3. The Vice President is also required to report problems of conduct or rule violations by any UASRA board member and general officer for appropriate action.
4. The Vice President will make regular contact (at least monthly) with each of these board members and general officers to offer advice and assistance in fulfilling the duties of their particular By-Laws.
5. If a vacancy exists in any of the listed offices which the Vice President supervises, it is the responsibility of the Vice President to recruit a replacement, including the advertisement and organizing an election. (Filling a vacant office must be done in accordance with the UASRA Constitution).
6. It is the role of the Vice President to have an equal say in resolving any conflict that arises within the UASRA that is to be resolved by the executive board.

**B. Meetings and Other Responsibilities**

1. The Vice President 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 Vice President is required to attend monthly Policy Review Board (PRB) and General Assembly meetings.
3. At the General Assembly meeting, the Vice President will take attendance of all officers under their supervision and correspond with other board members about consequences if they need to be imposed.
4. The Vice President will inform the President of any issues to be put on the agendas for the meetings.
5. If unable to attend a meeting, the Vice President 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.
6. The Vice President may be asked to participate in other meetings as directed by the President.

#### C. Budget

1. They will assist in the review of the finances of UASRA with the President and Treasurer for accuracy, completeness of accounting, and compliance with the UASRA Constitution and the will of the General Assembly.

#### D. Graduate Student Association (GSA)

1. The Vice President will serve as liaison between UASRA and GSA, articulate and promote the interests and needs of UASRA and its constituent members to the GSA Cabinet as well as to the broader UCLA graduate student population.
2. If the Vice President is unable to serve as a liaison, then they will nominate a GSA representative who will inform the UASRA board members and general officers and membership about GSA Forum discussions and decisions. If the board requests that the GSA representative attend a GSA forum, the representative will be paid \$30 per meeting, from the Vice President's stipend, for attending and reporting back to the General Assembly.

#### E. Maintenance Walkthroughs

1. The Vice President is responsible for organizing and conducting annual maintenance walk throughs with Management and Unit Reps. The Vice President will collect pre- walk through reports from Unit Reps in the Fall. This must be completed by November 15.

#### F. Flyer Distribution

1. The Vice President is responsible for emailing unit reps when flyers are ready to be distributed to either the glass case (one per unit) or to each door. Unit reps will be given 7 days to distribute flyers.
2. Distribution of printed flyers should be limited. Digital flyers should be sent to the UASRA Advisor or to Management to send out to residents and to the Website Editor for publication on the UASRA website.
3. If a Unit Representative vacancy exists, the Vice President will hire someone to deliver the flyers who will receive \$30 per unit.

## G. General Events, Programming and Services

1. The Vice President is required to assist in two UASRA General 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 event, including set up and clean up unless otherwise directed by the Event Coordinator.

2. If the Vice President 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 Event Coordinator has jurisdiction over the Vice President relating to General UASRA Events.

4. The Vice President is strongly encouraged to attend every General Event of the UASRA.

## H. Records

1. The Vice 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 Vice 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.

If the Vice President decides to resign, they must provide a written notice to the President at least 30 days before resignation.

## STIPEND

The Vice 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 Vice President 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 Vice 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 Vice President By-laws

1. If General Board meeting, PRB, General assembly (GA) meeting is missed, the Vice president 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 and the VP 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.