

Revised September 2021; Revised August 2023; Revised April 2024

University Apartments South Residents' Association (UASRA)

Event Coordinator By-Laws

PURPOSE

The purpose of the Event Coordinator is to organize and hold events for the residents of the University Apartments/South that are inclusive of all members and that encourage community cohesion.

DESCRIPTION

The Event Coordinator is a general Board member in the UASRA. They are under the jurisdiction of the Vice President (executive officer). The Event Coordinator may be utilized as an advisor to the Unit Representatives on the planning of unit events. The Event Coordinator may also work with the Community Assistant from Residential Life to collaborate on various events; however, this is at the discretion of the Event Coordinator.

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). For this position, having your own transportation/vehicle is preferred to facilitate purchasing of supplies for events.

RESPONSIBILITIES

A. Meetings and Other Responsibilities

1. The Event Coordinator is required to attend monthly officers' meetings. The function of this meeting should include the reporting of any pertinent information relating to the duties of each board member.
2. The Event Coordinator is required to attend monthly General Assembly meetings.
3. The Event Coordinator will inform the President of any issues to be put on the agendas for the meetings. If unable to attend a meeting, the Event 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.
4. The Event Coordinator may be asked to participate in other meetings as directed by the President or Vice President.
5. The Event Coordinator is required to update the respective Policies and Procedures file for his or her duties at the end of each term (June) or upon leaving office. The Policies and Procedures file is to include detailed procedural information as a guideline on how to fulfill the board member's responsibilities outlined in his or her respective by-laws. Policies can be added or revised to these files throughout the year upon approval by the Board.
6. The Event Coordinator is to complete a Year In Review summary page at the end of their term (by June) or upon resignation.
7. A two-week notice of resignation is requested if the Event Coordinator abdicates his or her position.

B. General Events

1. The Event Coordinator is responsible for seven General Events throughout the year to benefit the residents of University Apartments/South.
2. The Event Coordinator is required to attend and assist in all 7 community events, including the UASRA welcome event.
3. In planning the seven General Events, the Event Coordinator must:
 - a. Include the annual welcome event and a garage sale (not to exceed two per year).
 - b. Schedule at least one event per quarter.
4. The Event Coordinator may decide the other 5 activities, preferably every other month.
5. The schedule of Events for the year must be set by September 1st.
6. The Event Coordinator is responsible for advertising events on the website and throughout University Apartments South no later than one week prior to the date of the scheduled event, and in accordance with the monthly deadline for submissions to the website.
7. The Event Coordinator must notify the Community Center Coordinator as soon as possible, and preferably on September 1st, to ensure that the Community Center is not booked for the planned events.
8. The Event Coordinator may choose to print event flyers or advertise them electronically on the website, Facebook page, WhatsApp groups, Remind App and list-serve email - all three are recommended. Any flyers (whether electronic or print) must be advertised at least two weeks prior to the event date. They can contact unit representatives to help with advertising flyers in housing groups.
9. The Event Coordinator must keep all relevant documents from each event, including the budget, flyer and contacts for the Event. These should be neatly compiled and available for the next year's Event Coordinator.
10. For each Event, the Event Coordinator must submit to the Website Editor by the website submission deadline of the month following the event a brief article or photos that includes a description of the Event and the estimated number of attendees.
11. The Event Coordinator must keep receipts for all expenses and turn the receipts into the Treasurer, no later than the General Assembly following an Event. If receipts are not possible, an invoice signed both by the Event Coordinator and individual being paid, and to include the date, amount of payment, and phone number where the individual can be reached, must be submitted. No one is allowed to submit expenses against the programming budget unless at the request of the Event Coordinator.
12. The Event Coordinator is responsible for managing the event garage (Sawtelle 152) to support general and unit events. Their duties include ensuring the garage is organized and clean, as well as updating the event property documents after each general event.

C. Event Assistance

1. The Event Coordinator is responsible for soliciting assistance from UASRA members.
2. Every elected UASRA member (board members and general officers, appointed officers (GC and GC asst. are discretionary and suggested to be avoided due to the nature of heavy work duty

on food programs) is required to assist with a minimum of two General Events. It is the Event Coordinator's responsibility to provide an events calendar and corresponding sign up document to the Vice President by September 1st so that all officers and board members can sign up in a timely manner.

3. It is the responsibility of the Event Coordinator to determine whether or not participation meets the following criteria:

a. Responsibilities as specified by the Event Coordinator were fulfilled.

b. The board member or general officer was present throughout the entire event (including set-up and clean-up) unless otherwise dictated by the Event Coordinator.

4. If an individual is unable to assist with the event they agreed to help with, they may be required to volunteer for an additional event at the discretion of the Event Coordinator. In the event of a disagreement, the Executive Board will make the final decision.

5. Secretary will collaborate in leading the Halloween event along with the event coordinator, when the event is held out in two housing locations simultaneously.

D. Records

1. The Event 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 Event 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 positions, should entail accomplishments from the year, challenges faced, and recommendations for the future at the end of his/her term (by June) or upon resignation. Data deletion/dismantling will result in barring participation in all future UASRA office committees.

STIPEND: The Event coordinator is to receive 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 Event 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 Event Coordinator By-Laws.

Name: _____

If nonstudent, Name and student ID of Spouse: _____

Address: _____

Phone # Day: _____ Evening: _____

Email 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 Event Coordinator By-laws

1. If General Board meeting, PRB, or General assembly (GA) meeting is missed, the event coordinator will read the meeting minutes published on the google drive and notify the president with any opinion or plan.
2. If two of each meetings are missed without notice or responsibilities are not fulfilled, the president will send a warning to the member and the event coordinator 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.