

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

**University Apartments South Residents' Association (UASRA)  
Sepulveda Resource Room Maintenance Coordinator By-Laws**

**PURPOSE**

The purpose of the Sepulveda Resource Room Maintenance Coordinator (SRMC) is to maintain and grant access to the Sepulveda Resource Room for reserved events. The position aims to maintain the condition of the Resource Room.

**DESCRIPTION**

The Sepulveda Resource Room Maintenance Coordinator is an appointed officer in the UASRA. He/she is under the jurisdiction of the Community Center Coordinator.

**ELIGIBILITY**

Any registered tenant (18 years and older) of University Apartments/South.

**RESPONSIBILITIES**

**A. Meetings**

1. The Sepulveda Resource Room Maintenance Coordinator is required to attend monthly General Assembly meetings and if invited, to the General Board meetings. It is at the meeting that Sepulveda Resource Room Maintenance Coordinator has an opportunity to report any information regarding their duties or reminders to the General Assembly.
2. If unable to attend a meeting, the Sepulveda Resource Room Maintenance Coordinator should notify the President and Community Center Coordinator 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.
3. If Sepulveda Resource Room Maintenance Coordinator decides to resign, he or she must provide a written notice to the Community Center Coordinator at least 30 days before resignation.

**B. Lock, Key, and Inspection Responsibilities**

1. The Sepulveda Resource Room Maintenance Coordinator will unlock the Sepulveda Resource Room for one-time scheduled events. The Sepulveda Resource Room Maintenance Coordinator must be sure to open the door for the one-time event.
2. The Sepulveda Resource Room Maintenance Coordinator must inspect the Sepulveda Resource Room after events to determine whether cleaning is needed. Residents who reserve the room are to leave the room in good condition and follow the agreement as described in their contract. If the coordinator fails to check after an event and cleaning is needed, the deposit cannot be retained and the Sepulveda Resource Room Maintenance Coordinator is responsible for cleaning the room.
3. If the SRMC is unable to work at an event (lock, unlock, and inspect the room), the SRMC is responsible for finding a Substitute to fulfill his/her responsibilities and notify him/her of all of the procedures and deadlines for working this event. The Sepulveda Resource Room Maintenance Coordinator will pay the Substitute \$10.00 per event.

Advance notice of at least 3 business days must be given to the Community Center Coordinator in this situation and the Community Center Coordinator must approve this.

C. Deposit Procedures

1. The Sepulveda Resource Room Maintenance Coordinator will access the Resource Room after each event to determine if the resident who reserved the room met the requirements of the contract (See UASRA Resource Room Contract). The Sepulveda Resource Room Maintenance Coordinator must inform the Community Center Coordinator if there has been a violation of the contract.

D. Resource Room Walk-Through and Cleaning

1. The Sepulveda Resource Room Maintenance Coordinator must walk through the Resource Room once a week and clean the room.
2. Notify Maintenance when cleaning supplies are low or maintenance is required.

E. General Events

1. The Sepulveda Resource Room Maintenance Coordinator is required to assist with a minimum of one UASRA General Events. Assistance will officially be described as:
  - a. Assistance that was solicited in advance by the Program Coordinator.
  - b. Performing tasks specified by the Program Coordinator.
  - c. Being present for the entire event, including setup and clean up unless otherwise directed by the Program Coordinator.

At the end of the academic year, the Garden supervisor 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.

STIPEND: The Sepulveda Resource Room Maintenance Coordinator is to be paid his or her stipend monthly.

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 SRMC 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 Sawtelle Community Center Maintenance Coordinator  
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 SRMC's By-laws

1. If General Board meeting and General assembly (GA) meeting is missed, the SRMC will read the meeting minutes published on the google drive and notify the Community Center Coordinator 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 Community Center Coordinator will send a warning to the member and the SRMC 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.