

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

University Apartments South Residents' Association (UASRA)

Treasurer By-Laws

PURPOSE

The purpose of the Treasurer is to enable UASRA to function in an organized manner by drafting a budget, making disbursements and managing cash flow, and keeping complete financial records.

DESCRIPTION

The Treasurer is an executive officer of UASRA. S/he is 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).

GENERAL RESPONSIBILITIES

A. Meetings

1. The Treasurer is required to attend monthly officers' meetings. The function of this meeting includes the reporting of any information pertinent to the duties of each officer.
2. The Treasurer is required to attend monthly Policy Review Board (PRB) and General Assembly meetings.
3. The Treasurer will inform the President of any issue to be put on the agendas for the meetings.
4. If unable to attend a meeting, the Treasurer 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. Care should be taken to attend the meetings regularly. When PRB and General Assembly meetings occur on the same day, the meetings shall count as one meeting for attendance purposes. Three tardies will be treated as an absence. A tardy is defined as being 10 minutes late or more or leaving a meeting 10 minutes or more prior to the end of the meeting.
5. The Treasurer may be asked by the President to participate in other meetings as needed.

B. General Events

1. The Treasurer is required to assist at a minimum of two UASRA General Events. Assistance is to be understood 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 activity, including set up and clean up unless otherwise directed by the Event Coordinator.
2. If the Treasurer is unable to assist with the activity s/he signed up for, then it is at the discretion of the Event Coordinator to decide if s/he may change assignments. In the event of a disagreement, the Executive Board will make the final decision.

4. It is strongly encouraged that the Treasurer attends every General Event of the UASRA.

FINANCIAL RESPONSIBILITIES

A. UASRA Budget

1. The Treasurer is required to draft an annual budget no later than the September Board meeting of the fiscal year, to be presented to and approved by the General Board. If the Treasurer has not produced the annual budget by the October Board meeting, this will amount to an effective resignation.
2. The Budget must provide that:
 - a. Officers' total stipends shall not exceed 60% of the given year's budget;
 - b. A checking account balance of \$11,000 or a tenth of the annual budget, whichever is higher, will be maintained;
3. A schedule of disbursements from UCLA ResLife will be agreed.
4. The annual budget must be approved by the General Assembly no later than the September General Assembly.
5. Until the new budget has been passed, s/he is to work within the previous year's budget.
6. The Treasurer will maintain the expense and check record, detailing each payment made from the UASRA account. This will be made available to the Executive Board, and brought up to date by each month's Board meeting.
7. The Treasurer will notify the Executive Board of any budget issues or discrepancies arising.

B. UASRA Checking Account, Bank Statements and Checks

1. The checking account is to be maintained with a balance of at least \$11,000 or a tenth of the annual budget, whichever is higher.
2. At the beginning of each year, and should a vacancy arise, the Treasurer will, with the other account signatories, update the authorised signatories on the account (removing those that are out of date).
3. The Treasurer is responsible for bank statements and checkbooks, which are to be securely filed in the UASRA office once reconciled and provided to UCLA ResLife at the end of the fiscal year.
4. All checks are to be signed by one executive officer and the ResLife advisor.
5. No one is to write checks without the Treasurer's approval. If the Treasurer is out of town, s/he will leave the checkbook with the President. The memo line of each check is to be completed to allow the payment to be identified.
6. Payees who lose checks and wish the check to be reissued must pay the check cancellation fee.

C. Campus Account and Checks

1. The Treasurer will help ensure that disbursements into the UASRA checking account happen according to the schedule agreed with UCLA ResLife.

D. Stipends and Reimbursements

1. All General Board members are to be paid their stipends at the General Board meeting. Stipends will be paid for the previous month's work, except for the month of June, when they shall receive their June stipend at the June meeting. For the months of August and December, stipends will be paid at the next General Assembly meeting.
2. All Unit Representatives are to be paid quarterly, (Oct/Jan/April/June).
3. All other reimbursement is to be paid by arrangement and with at least one week's notice.
4. All reimbursements must have receipts in order to be paid.
5. All reimbursements must fall within the budget or be agreed by the Treasurer in advance in order to be paid.

E. Billing

The Treasurer will inform the President and assist in overseeing the Website Editor to make sure that all advertising clients are billed and receivables collected.

F. Check Receipt Folder

The Treasurer will update the record folder quarterly and make it available to the UASRA Board and ResLife for review when requested. At the end of the fiscal year (June), the Treasurer will submit this folder, along with all bank statements, to the office of ResLife for an annual audit.

H. The Treasurer 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 Treasurer 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.

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 Treasurer 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 Treasurer 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 Treasurer By-laws

1. If General Board meeting, PRB, General assembly (GA) meeting is missed, the Treasurer 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 to the member and the Treasurer 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.