

University Apartments South Residents' Association (UASRA)
Community Center Coordinator By-Laws

PURPOSE

The purpose of the Community Center Coordinator is to provide programs, classes and events for University Apartments/South residents in an attempt to provide constructive activities for them to be involved in and to represent their concerns and interests. The Community Center Coordinator is also responsible for scheduling events and overseeing the cleaning and condition of the Community Center and Sepulveda Resource Room for the use of UASRA, Management, University Apartments/South residents, and other related organizations. A one year commitment is strongly recommended.

DESCRIPTION

The Community Center Coordinator is a general board member in the UASRA. He/she is under the jurisdiction of the Vice-President.

ELIGIBILITY

Any registered tenant (18 years and older) of University Apartments/South (see Constitution for exceptions).

RESPONSIBILITIES

A. Meetings and Other Responsibilities

1. The Community Center Coordinator 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 board member.
2. The Community Center Coordinator is required to attend monthly General Assembly meetings.
3. The Community Center Coordinator will inform the President of any issues to be put on the agendas for the meetings.
4. If unable to attend a meeting, the Community Center 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. The fine for not attending any of the above meetings without proper notification is \$40 per meeting. If more than two meetings are missed, with proper notification for an excusable reason a \$20 fine will be issued per additional missed meeting. 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 Community Center Coordinator may be asked to participate in other meetings as directed by the President.
6. The Community Center Coordinator is to complete the Year In Review, which is a detailed list of the job responsibilities associated with the position, accomplishments from the year, challenges faced, and recommendations for the future at the end of their term (by June) or upon resignation.
7. A two week notice of resignation is requested if the Community Center Coordinator abdicates his or her position.
8. The Community Center and Sepulveda Resource Room will not be available to reservations from residents during the Thanksgiving weekend and the last 2 weeks in December.

B. Community Center, Gazebo and Sepulveda Resource Room

1. The Community Center Coordinator must keep the schedule for the Community Center at 3200 Sawtelle Blvd.
2. The Coordinator must show the Community Center to any qualifying party (as per the Constitution and guidelines) interested in using the facilities, excluding Sundays and holidays.
3. The Coordinator will update the Community Center calendar and post in front of the Community Center as indicated in the UASRA Rules and Procedures.
4. The Coordinator will update the calendar for the Sepulveda Resource Room at 3281 Sepulveda Blvd..
5. The Community Center Coordinator must keep the schedule for the Gazebo at 3290 Sawtelle Blvd.
6. The Coordinator must collect the security deposit of \$80.00 and completed Contract and Waiver.
7. The Coordinator will be responsible for returning and/or voiding checks used for security deposits unless they need to be used for cleaning and/or damages.
8. For regular users of the facilities, the Community Center Coordinator must make sure that they are aware of how to clean up and close the facilities.
9. The Community Center Coordinator will issue a report in writing to the Vice President if there are any problems.

C. Community Center and Sepulveda Maintenance Coordinators

1. The Community Center Coordinator will advertise, interview and hire the Maintenance Coordinators for each facility. He/she may enlist the help of the Vice President in reviewing applications and interviewing.
2. The Community Center Coordinator is responsible for ensuring the Maintenance Coordinators are:
 - a. Opening the facilities for each event.
 - b. Cleaning for the facilities
 - c. Cleaning the UASRA office for an additional fee to be established by the Executive Board or for hiring and supervising an outside party to clean the facilities for the established fee.
 - d. Inspecting the facilities following the event to confirm that the facilities are clean and in order after events.
3. The Community Center Coordinator will assist and support the Maintenance Coordinators in the event of any conflicts or problems regarding the facilities, reservations, etc.
4. It is suggested that the Community Center Coordinator assist the Maintenance Coordinators in their duties within his/her means

D. Classes

1. The Community Center Coordinator must work with UCLA Recreation Center to provide classes for Adults and Children each quarter. (Fall, Winter, Spring, and Summer).
2. The Community Center Coordinator must ensure that the Recreation Center's class schedule is accurate and posted at least one week in advance of the beginning of the quarter. Class schedules should be verified by individual instructors, president and vice president before printing and posting to ensure their accuracy.
3. The Community Center Coordinator must organize language classes every quarter, which includes securing teachers, making flyers, and scheduling classes.
4. The Community Center Coordinator must collect all keycard contracts from each instructor including those from UCLA's Recreation Center and from any sponsored language classes.
5. The Community Center Coordinator must record the dates, times, instructors, and students of each class with their addresses and then collect roll sheets from all classes. Roll sheets must be collected and verified from funded classes before submitting to the Treasurer for payment.
6. The Community Center Coordinator will assist and help the teachers with any problems with the facilities and materials.

E. General Events

1. The Community Center Coordinator is required to attend and assist in a minimum of two UASRA general events.
2. If the Community Center Coordinator is unable to assist with the event he/she signed up for, it is his/her responsibility to switch with another UASRA officer or find a replacement.
3. The fine for failing to adequately meet the requirements of helping with the events the Community Center Coordinator has signed up for is \$40 for each event.
4. It is strongly encouraged that the Community Center Coordinator attend every General Event of the UASRA.

F. Keycards

1. The Community Center Coordinator must request and collect keycards for board members who need access to the Community Center, UASRA office and Resource Room.
2. The Community Center Coordinator will assist in requesting keycards to grant access to Unit Representatives who don't live in the respective Units.

G. Stamps

1. The Community Center Coordinator is responsible for handling the stamp on the flyer after UASRA Board's Approval and collecting \$30 distribution fee (sale and election flyers are excluded).

STIPEND

The UASRA Community Center Coordinator is to be paid his or her stipend at the end of each month, except for June, August, and December.

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 event, you may be asked to perform other duties only as designated by the General Assembly.

I have read, understood and accepted the UASRA Community Center Coordinator 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