

University Apartments South Residents' Association (UASRA)

Event Coordinator ByLaws

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 building.

DESCRIPTION

The Event Coordinator is a general board member in the UASRA. He/she is 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 (see Constitution for exceptions).

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. 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 and 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.
4. The Event Coordinator may be asked to participate in other meetings as directed by the 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 the 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 Opening Social.
3. In planning the seven General Events, the Event Coordinator must:
 - a. Include the annual Opening Social 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. The fine for failing to do so is \$50. If the Events are not fulfilled, a fine of one-month stipend will be given for each Event not held.
6. The Event Coordinator is responsible for advertising Events in the Newsletter and/or throughout University Apartments South no later than one week prior to the date of the scheduled event. The fine for failing to advertise in the Newsletter and/or throughout University Apartments South is \$50.
7. The Event Coordinator must notify the Community Center Scheduler as soon as possible, and preferably on September 1st, to insure that the Community Center is not booked for the planned events.
8. The event coordinator may choose to print event flyers or distribute them electronically through the newsletter, Facebook page, and list-serve email (the latter option is recommended). Any flyers (whether electronic or print) must be advertised at least two weeks prior to the event date.
9. The Event Coordinator must keep all relevant documents from each event, including the budget, flyer and contacts for the Event. They must keep these documents compiled neatly together and available for the next year's event coordinator.
10. For each Event, the Event Coordinator must submit to the Newsletter Editor by the Newsletter 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. The fine for failing to submit article by the Newsletter submission deadline is 20% of monthly stipend, not to exceed \$50.
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, a hand made one with both the Event Coordinator and individual being paid must sign, date, write the amount of payment, and phone number where the individual can be reached. No one is allowed to submit expenses against the programming budget unless at the request of the Event Coordinator.

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) is required to assist with a minimum of two General Events. It is the event coordinator's responsibility to provide an events calendar 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 he/she agreed to help with, then it is at the discretion of the Event Coordinator whether he/she may sign up for another one in its place. In the event of a disagreement, the Executive Board will make the final decision.

D. Records

1. The Event Coordinator is to complete the Year In Review, which is a detailed list of the job responsibilities associated with the positions, accomplishments from the year, challenges faced, and recommendations for the future at the end of his/her term (by June) or upon resignation.

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 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