

University Apartments South Residents' Association (UASRA)
Newsletter Editor By-Laws

PURPOSE

The general purpose of the Newsletter Editor is to oversee the production of the UASRA Newsletter -- The Bear Facts.

DESCRIPTION

The Newsletter Editor is a general board member and is elected or removed in accordance with the UASRA Constitution. He/she is under the jurisdiction of the UASRA President.

ELIGIBILITY

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

GENERAL RESPONSIBILITIES

A. Meetings

1. The Newsletter Editor is required to attend monthly general 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 Editor is required to attend monthly General Assembly meetings.
3. The Editor will inform the President of any issues to be put on the agendas for the meetings.
4. If unable to attend a meeting, the Editor 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. 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 Editor may be asked to participate in other meetings as directed by the President.

B. General Events

1. The Newsletter Editor is required to attend and assist with a minimum of two other general UASRA Events. Assistance will officially be described 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 Editor is unable to assist with the activity he/she signed up for, then it is at the discretion of the Event Coordinator to decide if he/she may change assignments. In the event of a disagreement, the Executive Board will make the final decision.
3. The fine for failing to adequately meet the requirements of helping with the Opening Social and one other event is \$40 for each event.
4. The Newsletter Editor is encouraged to attend every General Event of the UASRA.

NEWSLETTER RESPONSIBILITIES

A. Publication

Newsletters are published each month except August and December (unless otherwise directed by vote of the General Assembly).

B. Content

1. At a minimum, Newsletters will contain the following:
 - a. President's message.
 - b. Announcement of events from the Event Coordinator.
 - c. Policy Review Board & General Assembly minutes from the Secretary.
 - d. All tenant advertising requests.
2. The Newsletter Editor will set aside a minimum of one half page for advertising upcoming UASRA events.
3. If the Event Coordinator has not submitted enough event advertisement/announcements to the Newsletter Editor to fill the allotted space by Newsletter submission deadline, the Editor can fill that space according to his/her own discretion.
4. The Newsletter Editor is encouraged to solicit local businesses to advertise in the UASRA Newsletter for a fee to offset the cost of publishing the Newsletter. The fees for publishing advertisements from local businesses should be paid in advance to UASRA, except for long-term business contacts who have established trust and credit with UASRA.

C. Editorial Discretion

1. It is UASRA's policy to publish any and all submissions by the general membership or University Apartments/South Management, with the following qualifications:
 - a. The Newsletter Editor is authorized to edit submissions to fit space requirements and anything patently offensive (obscene, racist, libelous, personal attacks, etc.).
 - b. The Newsletter Editor will edit inflammatory invective to keep it to the absolute minimum needed to convey the submitter's idea/message and to maintain clarity.
 - c. The Newsletter Editor has authority to edit all submissions for spelling, grammar, length, and clarity.

D. Monthly Publication Timeline

1. The Newsletter Editor must determine the Newsletter submission deadline for the year by the July GA meeting. The deadline must be listed in the Newsletter. Any changes to the deadline must be announced the General Board and at General Assembly one month before the changes take affect.
2. The suggested timeline is as follows, but may be modified by the Newsletter Editor with approval of the UASRA board. The goal is that the Newsletter be emailed out to the community, posted to the website, and posted to Facebook by Friday of the first full week of the each month, other than August and December.
 - a. Submission deadline is the 25th of the month. This is the public deadline for submitting newsletter content for the newsletter of the following month (i.e. submit by January 25 for publication in the February newsletter).
 - b. One week later the Newsletter Editor distributes the first draft of the newsletter for review to: UASRA board, Residential Life Advisor, and management's advisor to the UASRA (in 2016, this was Lizca Spalding).
 - c. Within three business days, the board, management, and the Residential Life Advisor may respond with their feedback.
 - d. Within three further days, the Newsletter Editor should update the newsletter and submit it to the Residential Life Advisor for email publication as well as to the Secretary for publication to the UASRA website and the UASRA Facebook page.

3. The fine for failing to follow the publication timeline (as suggested here or an alternative approved by the UASRA board) is \$20 per day late.

E. Records

- 1. The Newsletter Editor 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.

F. Funding

- 1. The Newsletter Editor has jurisdiction over Newsletter funds as approved in the Yearly Budget by the general Assembly, unless overruled by a majority vote of the UASRA board or by a majority vote of the UASRA General Assembly.
- 2. All funds must be spent for the express purpose of the Newsletter publication unless otherwise re-allocated by vote of the General Assembly.
- 3. The Newsletter Editor must submit receipts for expenditures to the Secretary/Treasurer within 7 days after expenses are incurred.

If the Newsletter Editor decides to resign, he or she must provide a written notice to the President at least 30 days before 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 Newsletter Editor 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