

## **University Apartments South Residents' Association (UASRA)**

### **Secretary By-Laws**

---

#### **PURPOSE**

The purpose of the Secretary is to enable UASRA to function in an organized manner and to take the minutes of the meetings.

#### **DESCRIPTION**

The Secretary is an executive board member and is elected or removed in accordance with the UASRA Constitution. He/she is under the jurisdiction of the President.

#### **ELIGIBILITY**

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

#### **RESPONSIBILITIES**

##### **A. Meetings**

1. The Secretary 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 officer.
2. The Secretary is required to attend monthly Policy Review Board (PRB) and General Assembly meetings.
3. The Secretary will inform the President of any issues to be put on the agendas for the meetings.
4. If unable to attend a meeting, the Secretary 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 and for an excusable reason, a \$20 fine will be issued per additional missed meeting. 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 Secretary may be asked to participate in other meetings as directed by the President.

##### **B. Meeting Minutes**

1. Print the agendas or other items for the General Board, PRB and General Assembly meetings if requested by the President.
2. Take the minutes for General Board, PRB and General Assembly meetings.
  - a. A summary of the minutes is to be distributed to all General Board for their approval.
  - b. The summary of the General Assembly and PRB minutes are due to the Newsletter Editor by the 25<sup>th</sup> of each month. The fine for not turning in the summary is \$50.
3. Arrange for the food and drinks at the General Assembly meeting and the General Board meeting. Failure to organize food and drinks is a \$20 fine.
4. If the Secretary is unable to take the minutes for the Board meeting and/or PRB meeting, the Secretary is responsible for finding a Substitute to take the minutes of the meeting and notify him/her of all of the procedures and deadlines for taking UASRA minutes. The Secretary will

pay the Substitute \$20.00 per meeting. The fine for failing to find a Substitute is \$50 per meeting.

5. If the Secretary is unable to take the minutes and arrange for the food and drinks for the General Assembly meeting, the Secretary is responsible for finding a Substitute to take the minutes of the meeting and notify him/her of all of the procedures and deadlines for taking UASRA minutes. The Substitute is also responsible for arranging the food and drinks for the meeting. The Secretary will pay the Substitute \$20. The fine for failing to find a Substitute is \$50 per meeting.

#### C. UASRA Constitution, By-Laws and Rules and Procedures

1. The Secretary will update all changes to the UASRA Constitution and By-Laws within one month of change. The most updated copy of the Constitution and By-Laws will be kept in a binder in the UASRA office and on a flash drive.
2. The Secretary will keep a copy of Officers' signed By-Laws on file.

#### D. UASRA Office Supplies

1. The Secretary will keep the office stocked with paper, toner, office supplies, paper plates, napkins, and any other office supply approved by the budget.

#### E. UASRA Website and Facebook

1. The Secretary or designee is in charge of maintaining the UASRA website. The secretary is to post the Bear Facts newsletter online (Facebook and UASRA Website) by the 10<sup>th</sup> of every month or within five days of the Newsletter being approved, whichever is later.
2. The Secretary will have administration access to the Facebook page, check the Facebook account regularly, and answer messages from residents in a timely manner.

#### F. UASRA Contact Lists

1. The Secretary will maintain and update the UASRA board member and representative contact list containing name, address, emails, and phone numbers. This list will be maintained electronically with the most updated list printed in the UASRA Secretary binder. This list is not for public distribution but needs to be distributed to all officers. The Secretary will update and maintain the UASRA Community Contact Information sheet. This list must be printed and distributed to the Unit Representatives who will then post the sheet in the glass cases.

#### G. General Events

1. The Secretary is required to assist with a minimum of two UASRA General 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 event, including set up and clean up unless otherwise directed by the Program Coordinator.
2. If the Secretary is unable to assist with the event he/she signed up for, then it is at the discretion of the Program 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 two events is \$40 for each event.
4. The Secretary is encouraged to attend every General Event of the UASRA.

#### H. Records

1. The Secretary 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.

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 Secretary 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