

University Apartments South Residents' Association (UASRA)

Unit Representative By-Laws

PURPOSE

The general purpose of the Unit Representative is to bring student families together, represent their concerns and interests, and keep them informed of University Apartments/South issues.

DESCRIPTION

The Unit Representative is a general officer 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

1. The Unit Representative is required to attend monthly General Assembly meetings. It is at the meeting that the Unit Representative will have the opportunity to report any information regarding their assigned area to the General Assembly.
2. If unable to attend a meeting, the Unit Representative 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. In addition, the Unit Representative must e-mail a Unit Report to the Vice President no later than 24 hours prior to the current month's scheduled meeting to be read at General Assembly. The fine for not attending a meeting 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 count as one 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.
3. If the unit representative moves out of their unit into another unit of UAS during their term, the position will be advertised to residents of the unit and a mid-year election will be run if anyone currently living in the unit is interested in the position. If no residents in that unit would like to become a candidate, the unit representative may continue serving even though they no longer reside in the unit.
4. The Unit Representative is responsible for setting up before and cleaning up after two General Assembly meetings during the year. The fine for failing to meet this obligation is a \$20 reduction in the final stipend for the year.

B. UASRA Flyers and Newsletter

1. The Unit Representative will distribute flyers only as directed by the following Board members: President, Vice President, Community Center Coordinator, or Event Coordinator, not to exceed two distributions per month. One distribution can contain several flyers to be distributed door to door and/or mailboxes and laundry rooms. The fine for failing to distribute flyers within 5 days of notice is 50% of monthly stipend.
2. The Unit Rep is responsible for picking up the flyers from the place designated by the Editorial Board once notified by the Vice President.
3. The President, Vice President or Event Coordinator must approve all flyers before distribution. Official UASRA approval stamp and signature must be obtained for each flyer.
4. The Unit Representative will have to review the Bear Facts Newsletter if part of the editorial board as overseen by the Newsletter Editor.

C. Unit Event

1. The Unit Representative must hold two events for their unit. The fine for failing to hold an event during the dates indicated below is \$65 per event.
 - a. One event between July 1st and the end of Fall quarter.
 - b. One between January 1st and May 31st.
2. To plan an event, the Unit Representative must follow the procedure below as well as the guidelines listed in the Unit Representative binder:
 - a. The Unit Representative must provide an estimate of the cost categorized by food, drinks, supplies, entertainment, prizes and miscellaneous, for approval by the Treasurer at least two weeks in advance of event.
 - b. The Unit Representative must advertise the event in the Newsletter and door to door throughout his/her assigned unit no later than one week prior to the date of the scheduled event.
 - c. To reserve the Community Center or gazebo, the Unit Representative must contact the Community Center Coordinator. All rules and regulations regarding usage of the building will apply.
3. Receipts for all expenses must be submitted to the Treasurer within a week after the event. If receipts are not possible, a hand made one with both the Unit Representative and individual being paid must sign, date, write the amount of payment, and phone number where such individual can be reached at.
4. The Unit Representative must write a brief article not to exceed 75 words for the Newsletter to report on the event outcome, including the event description and estimated number of attendees. The fine for failing to submit the article to the Newsletter Editor by the following Newsletter submission deadline is 20% of the monthly stipend, not to exceed \$50.
5. Any non-consumable items purchased and not used by the Unit Rep must be given to the Event Coordinator/UASRA storage to keep as UASRA supplies.

D. Area Walkthroughs

1. The Unit Representative must complete at least one organized Maintenance walkthrough before November 15th of each year. The fine for failing to sign up, prepare and do a walkthrough by November 15th is \$50.
2. In addition to the Unit Representative, the President or Vice President and Maintenance Manager, will attend. At the discretion of the Unit Representative, President, and/or Vice President, others may be invited to attend.
3. In planning this walkthrough, the Unit Representative should follow procedures below:
 - a. Sign up for a time slot as presented by the Vice President.
 - b. Two weeks prior to scheduled walkthrough, the Unit Representative must patrol the assigned unit and note any items that need to be addressed on a "pre-walkthrough" report, which is to be submitted to the Vice President.
4. Before May 31st, the Unit Representative will walk through his/her area again, taking note of any uncompleted items from the Fall walkthrough. The Vice President will then give a report to management regarding the items that are unfinished.

E. General Events

1. The Unit Representative is required to assist in 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 Event Coordinator.

2. If the Unit Representative is unable to assist with the event 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 two events is \$40 for each event.
4. The Unit Representative is encouraged to attend every General Event of the UASRA.

F. Unit Representatives are responsible for cleaning out their binders and keeping recent (two previous years) information and samples of forms and flyers in their binders at the end of their term(s). The glass case key must remain with the binder and turned in when their term(s) end.

STIPEND

The Unit Representative is to be paid his or her stipend at the end of each quarter (3 months).

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 Unit Representative 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