

The Cheese Club at UCR

5/12/2025

ARTICLE I

NAME OF ORGANIZATION

The name of this organization shall be **The Cheese Club**, hereinafter referred to as **TCC at UCR**.

ARTICLE II

PURPOSE OF ORGANIZATION

The purpose(s) of this organization shall be **The Cheese Club at UCR invites cheese lovers to come together and discuss the variety of cheeses along with their histories. Our goal is to create a community where those who are connoisseurs of cheese and those who just enjoy cheese can discuss their opinions on cheese and cheese products in a respectful and fun learning environment!**

ARTICLE III

MEMBERSHIP PRACTICE

Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, except in cases of fraternity and sorority organizations which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex. Active membership should also be composed of at least 60% UCR students (undergraduate or graduate).

A. Eligibility

All students at UCR and faculty shall be eligible for membership.

B. Categories of Membership

The categories of membership are as follows:

- Active Members: Currently registered UCR students who are listed on the HighlanderLink roster. Active members can vote in elections and other group matters, can run for officer positions, and can propose amendments.
- Inactive Members: Members who do not fit or fulfill the above definition of "Active Members."

C. Removal of members

Members can be removed from the organization for the following reasons: **Making racist/discriminatory comments, breaking Federal, State, Local, or University Law/Policy.**

All Active Members have the ability to request the removal of another member. Any Active Member who wishes to have another member removed must present their reasoning in writing to the executive board through an email/electronic or hard copy documentation. Once the complaint/request is brought to the executive board, the following process must take place:

- 1) Charges or complaint brought against an individual
- 2) Evidence to support complaint is presented
- 3) Individual given an opportunity to argue a defense and offer counter evidence
- 4) Vote is taken by the executive board
- 5) A majority vote will result in the removal of the member in question
- 6) Appeal process for the decision made by vote. Only one level of appeal is required.

ARTICLE IV

OFFICERS

A. List of officers

The Officers of this organization shall be:

1. President 2. Vice President 3. Treasurer 4. Secretary 5. Publicity/Marketing 6. Event Coordinator
7. Membership 8. Engagement 9. Fundraiser 10. Cheesestorian 11. Cheese Runner 12. Cheesistent

B. General Duties and Responsibilities of Officers

The President's duties include:

- President shall be present for all meetings as a means to keep the club in order; President is expected to attend all important meetings that are outside of the club meetings in regards to keeping the club running; President is expected to mediate with tough decision making (e.g whether to cancel a club meeting due to weather concerns)

The Vice President's duties include:

- Vice President shall be present for all meetings as a means to keep the club in order; Vice President is also expected to attend important meetings that are outside of the club meetings in regards to keeping the club running; However, if the President is unable to attend said meetings, Vice President shall be next in line to attend those meetings; Vice President can also fill in for the President if agreed upon, to help run the club meeting's schedule

The Treasurer's duties include:

- Treasurer is expected to be efficient in math skills considering the role requires treasurer to handle money (e.g funds raised to support a field trip or potluck); Treasurer will help the President and Vice President with any duties that need to be fulfilled for the club's events

The Secretary's duties include:

- Secretary is expected to do, but not limited to, note taking and general paperwork; responsibilities over creating or helping to create activities for the club with other officers; Secretary is responsible for note taking when present at club meetings to take note of member count; Secretary must be actively involved in making sure the President or Vice President are following their planned event schedules or help rework planned event schedules; Secretary is expected to make a list of any materials needed for each meeting and advise club members of so; Meeting minutes and records must be taken note of by the Secretary, unless there is an agreement between board members to take notes in case of an emergency, as well as election results, impeachment of an officer, approval of a budget or expense, and passing of an amendment

The Publicity/Marketing duties include:

- Publicity/Marketing person is responsible for reaching out to the UCR community to recruit club members during appropriate times (e.g Bell Tower tabling); This role requires Publicity/Marketing to print and post club meeting flyers that are appropriate and follow UCR's Posting Guidelines; Publicity/Marketing is also responsible for helping to create fun and exciting events based on trends or ways that will be accessible to UCR community with the help of, not limited to, Secretary, Treasurer and/or Vice President; This role also requires handling of social media page/s as well as managing outreach for sponsorship

The Event Coordinator duties include:

- Event Coordinator is responsible for working closely with the Treasurer to brainstorm, plan, and execute fundraising events that support the club's activities and expenses; This includes, but is not limited to, coordinating logistics for fundraiser venues or locations, helping to gather necessary supplies, and promoting the event with support from the Social Media/Outreach team; Event Coordinator must be in regular communication with the Treasurer to ensure that all fundraiser events are budget-conscious, properly documented, and submitted for approval if necessary; This role may also assist in managing attendance or ticketing, tracking supply needs, and helping ensure the fundraiser runs smoothly on the day of the event"

The Cheesetorian duties include:

- Cheesetorian is responsible for keeping record of the cheeses tasted throughout the quarter, semester, or year; This includes, but is not limited to, the name, origin, milk type, texture, and taste notes of each cheese; Cheesetorian will also keep track of member feedback and ratings during tastings when applicable. This role may also be responsible for compiling cheese data into a Cheese Log (digital or physical) that can be passed down to future boards; Cheesetorian is expected to collaborate with the Secretary or Social Media team to provide details and recaps for club documentation and/or social posts. Cheesetorian may also help create or maintain a "cheese passport" or member tracking system, as well as assist in planning end-of-quarter or end-of-year highlights such as a Cheese Yearbook, slideshow, or summary of favorite cheeses

The Membership duties include:

- Membership Coordinator is responsible for managing the club's Discord server and maintaining a welcoming digital environment; This includes, but is not limited to, organizing and updating Discord channels, moderating discussions when necessary, pinning important announcements, and responding to questions from members; Membership Coordinator is expected to welcome new members to the server and encourage them to stay involved; Membership Coordinator may collaborate with Engagement or Marketing roles to ensure online and in-person engagement are aligned.

The Engagement duties include:

- Engagement Coordinator is responsible for helping maintain member interest and involvement during club meetings; This includes, but is not limited to, greeting members as they arrive, encouraging participation beyond cheese sampling, and fostering a fun, social atmosphere; Engagement Coordinator may prepare light activities (e.g. games, discussion prompts, or themed trivia) and is encouraged to collaborate with other officers (such as the Cheesetorian or Secretary) to support event flow; Engagement Coordinator may also help new or shy members feel comfortable and connected to the club.

The Fundraiser duties include:

- Fundraiser is responsible for securing financial support and material resources to sustain and enhance the club's cheese offerings and events; This includes, but is not limited to, applying for campus funding (e.g. ASUCR, departmental grants), coordinating sponsorship outreach to local businesses or cheese-related organizations, and helping build partnerships that align with the club's mission of sharing cheese for free; Cheddar Collector is expected to collaborate with the Treasurer to ensure all funds or donations are properly tracked, and with the

Event Coordinator and Publicity team to promote sponsor visibility when appropriate; This role is ideal for someone who enjoys writing persuasive pitches, networking, and thinking creatively about how to support the club's goals without charging members.

The Cheesistants' duties include:

· Cheesistants are volunteer-based helpers who assist with the execution of club events and outreach activities on an as-needed basis; Responsibilities include, but are not limited to, helping with event setup and cleanup, slicing and labeling cheese, arranging utensils and boards, and supporting crowd flow or food safety as necessary; Cheesistants are also expected to assist during Wednesday Bell Tower tabling sessions when available — this may include setting up the table, speaking with prospective members, handing out flyers or samples, and creating a welcoming atmosphere; Cheesistants are not required to attend officer meetings and may choose how frequently they help, depending on availability; This is a great role for members who want to support the club without a long-term time commitment.

Commitment Levels:

Note: Board members may switch to different board member roles for different academic quarters depending on their availability/commitment level or resign from their role for a particular quarter and return a following one, **provided this is communicated clearly in-advance.**

Notice: Roles are expected to have a max of 2 people per position

High Commitment Roles

Officers in these roles are expected to attend **all club meetings, board meetings, and external planning sessions**, and to contribute consistently to club organization, decision-making, and event execution.

High commitment officers are also required to sign up for a 1-hour Wednesday tabling shift each week to help promote the club and engage with the student body.

- **President**
- **Vice President**
- **Treasurer**
- **Secretary**
- **Publicity/Marketing**

Medium Commitment Roles

Officers in these roles contribute regularly to the club through planning, outreach, or engagement activities. They are expected to attend most club and board meetings, collaborate with other officers, and fulfill their assigned duties.

Medium commitment officers are also required to take one 1-hour Wednesday tabling shift each week, unless otherwise arranged with the board.

- **Event Coordinator**
- **Membership**
- **Engagement**
- **Fundraiser**
- **Cheesestorian**

Low Commitment Roles

These roles are volunteer-based and ideal for members who want to contribute without holding an ongoing board position. They are not required to attend board meetings or commit to regular weekly duties. These roles are perfect for enthusiastic members who want to stay involved in a casual, flexible way.

- **Cheesistants**
- **Cheese Runners**

C. Qualifications for Becoming an Officer

To be eligible to become an officer in this organization, potential candidates must be currently registered students at UCR and must be Active Members as outlined in Article III Section B.

D. Terms of office

Every officer position will last ONE academic year from the beginning of Summer to the end of Spring.

E. Procedure for filling vacated offices

When a position is vacated, the executive board will appoint someone—either an Active Member or another officer—to fill the position by a majority vote. The executive board may also decide to hold a special election if they have multiple people interested.

F. Procedure for removal of officers

Officers can be removed from the organization for the following reasons: Making racist/discriminatory comments, breaking Federal, State, Local, or University Law/Policy.

All Active Members have the ability to request the removal of an officer. Any Active Member who wishes to have an officer removed must present their reasoning in writing to the executive board (this could be done through hard copy or an email/electronic). Once the complaint/request is brought to the executive board, the following process must take place:

- 1) Charges or complaint brought against an individual
- 2) Evidence to support complaint is presented
- 3) Individual given an opportunity to argue a defense and offer counter evidence
- 4) Vote is taken by the whole membership
- 5) A majority vote will result in the removal of the member in question
- 6) Appeal process for the decision made by vote. Only one level of appeal is required.

Officers are also subject to removal from their position for the following reasons: Lack of contribution/involvement-including not performing their assigned officer duties, and improperly/insufficiently communicating with the executive board leadership or other officers. They may also be reassigned to a different member role.

ARTICLES V

MEETINGS

A. Quorum

A quorum defines the minimum number of members that must be present in order to vote and make decisions for the group. A quorum defines the minimum number of members that must be present in order to vote and make decisions for the group. The quorum for this organization is 50% of the Active members plus ONE more Active Member (50%+1 of the Active Members).

B. Meeting minutes and records

It shall be the responsibility of the secretary to take meeting minutes and keep related records of all meetings (including special and emergency meetings). Meeting Minutes and other records are vital for an organization's success. Election results, impeachment of an officer, approval of a budget or expense, and passing of an amendment are just a few of the important items that meeting minutes are used to validate/verify. Previous minutes will be read or distributed at the beginning of next meeting. Additions and corrections are to be made at this time and a final approval of the minutes must be made.

ARTICLE VI

ELECTIONS

A. Times and period when elections occur

Yearly elections will be held every Spring quarter no later than the last week of May. New officers will shadow current officers and will be transitioned through Spring quarter. Newly elected officers will take their positions on the first day of summer.

B. Nominations

Only active members are eligible for nomination. Any active member can nominate another active member. Any active member can also self-nominate themselves, but must be seconded by another active member.

C. Notification and posting of elections

Active members will be notified about elections through email, social media, and through announcements at meetings.

D. Election procedures

The quorum necessary for elections to take place is 50% of the active members plus one more active member. Electronic voting will be allowed and will count toward the quorum requirement. Only active members are able to run for elections and only active members are allowed to vote. A majority of votes will secure an officer position. The newly elected officers will be transitioned throughout the remainder of the Spring quarter, and will officially take their positions on the first day of summer.

ARTICLE VII

FINANCIAL RECORDS

The University shall have the right to audit the financial records of this organization. If the organization receives funding from the Associated Students at UCR (ASUCR) or the Graduate Student Association (GSA), the organization must comply with all funding policies and procedures issued by the funding authority.

A. Dues/Membership Fees

There will be no dues to join this organization.

ARTICLE VIII

ADVISERS

A. Selection and role of optional advisers

Student organizations are not required to have a staff, faculty, or community adviser. The executive board, at any time, may decide to invite someone to become their adviser and may come up with a mutual understanding of what that means to be an adviser. They may also have multiple advisers. Advisers cannot be students, cannot make decisions in the organization, and may not vote or appoint officers. Advisers also cannot have access to any funding. They are purely to advise and guide, not decide.

ARTICLE IX

AMENDMENTS

A. Proposing amendments

All Active members can propose amendments at general meetings. Amendments must be proposed to the board and presented to the active members, and will be voted on at the following general meeting.

B. Provisions

The Quorum necessary for amendments to the constitution to be voted on shall be no less than 50% +1 of the active members. Amendments to the constitution shall be approved by a 2/3 vote in favor of the amendment. All amendments shall be in agreement with University regulations and policies and are not approved until reviewed by a Student Life official. An updated Constitution must be filed with the Student Life office through the online organization system within one week of adoption. Groups will notify their Organization Advisor in Student Life once the document has been uploaded in the system so that it might be reviewed.