

## **The Cheese Club at UCR**

**5/08/2026**

### **ARTICLE I**

#### **NAME OF ORGANIZATION**

The name of this organization shall be **Cheese Club**, hereinafter referred to as **CC 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.** Members can be removed from the organization for the following reasons, including not meeting membership requirements or expectations, not attending mandatory events and/or meetings, and/or not communicating at the required level to function as a member. Issues involving harassment/discrimination, and/or the possible violation of university policy and/or breaking federal, state, or local law shall be referred to the Student Life Advisor

for review and reporting.

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/Engagement
8. Cheese Runner

#### **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 Public Relations/Publicity/Marketing duties include:

- Public Relations/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 Membership/Engagement 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 Marketing roles to ensure online and in-person engagement are aligned.

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**
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### **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**

### **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.

- **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. Officers can be removed from the organization for the following reasons: Operational failures, and/or failure to meet the expectations and job duties of the officer role, not attending mandatory meetings and/or events, and/or not communicating at the level required for the role. Issues involving harassment/discrimination, and/or the possible violation of university policy and/or breaking federal, state, or local law shall be referred to the Student Life Advisor for review and reporting.

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.