

EARS Student Group
August 22, 2018

ARTICLE I

NAME OF ORGANIZATION

The name of this organization shall be EARS Student Group hereinafter referred to as EARS.

ARTICLE II

PURPOSE OF ORGANIZATION

The purpose of this organization shall be to facilitate diverse interdisciplinary collaboration centered around experimental acoustic projects. EARS Student group will facilitate interactive examples of our work on campus and in the community to inspire and challenge campus culture. All activities serve a symbiotic relationship with the EARS facility by UC Riverside.

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 organization 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 50% UCR Students (undergraduate or graduate).

A. Eligibility for Membership

All students currently enrolled at UCR shall be eligible for membership.

B. Categories of Membership

The categories of membership are as follows:

- **Active Members:** Currently registered UCR students and UCR Extension students who are listed and able to join the Highlander Link roster. Active members can vote in elections and other group matters, can run for officer positions only if they have been an active member for 2 or more academic quarters, and can propose amendments. To be considered an "Active Member", membership dues are required. Membership dues are considered U.S. currency, checks, and/or equivalent services and/or volunteership to the organization. Attendance must be more than 50% of total meetings per academic quarter. Active Members must retain a GPA of at least 2.0 per academic quarter.
- **Alumni:** An Alumni of UCR who has matriculated from UCR and wishes to retain relations with the Organization with the consent of the executive board. Alumni do not retain the rights as current active members, but can participate in the Organization's events.
- **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:

1. Making any non-constructive racist/ discriminatory comments to any individual, breaking Federal, State, Local, or University Law/Policies.
2. Destroying or stealing the property of the facility.
3. Misuse of the facilities purposes

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 the complaint is presented
- 3) The individual is given an opportunity to argue a defense and offer counter evidence
- 4) Vote is taken by the executive board
- 5) A Plurality vote will result in the removal of the member in question
- 6) An appeal process for the decision can be 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. Treasure
4. Secretary

B. General Duties and Responsibilities of Officers

The President's duties include:

- Leading the Executive board, Delegating responsibilities and duties, maintaining the relationships and facilities needed to achieve the purpose of the organization.

The Vice President's duties include:

- Facilitating responsibilities and duties, supporting the President in their duties, stepping into Presidential responsibilities when the President is absent.

The Treasurer's duties include:

- Obtaining and maintaining funds and financial records, issuing checks and maintaining clear and transparent records, and producing a monthly financial report.

The Secretary's duties include:

- Keeping a record of attendance of members at general meetings and facility usage, keeping records of board and specific minutes of general meetings, completing forms, and archiving the organizations documents.

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 an Active Members as outlined in Article III Section B. Treasurer position must be filled by an undergraduate student.

D. Terms of office

Every officer position will last ONE academic year.

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.

F. Procedure for removal of officers

Officers can be removed from the organization for the following reasons:

1. Making any non-constructive racist/ discriminatory comments to any individual, breaking Federal, State, Local, or University Law/Policies.
2. Misuse of facility and facility equipment

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) The individual is given an opportunity to argue a defense and offer counter evidence
- 4) A vote is taken by the executive board
- 5) A Plurality vote will result in the removal of the member in question
- 6) An appeal process for the decision can be made by vote. Only one level of appeal is required.

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. Types of meetings

1. General Meetings
 - Every Wednesday at 6 P.M.
 - Open to all members
2. Executive Board Meetings
 - Every second Wednesday of the month at 5 P.M.
 - Attendance of President, Vice President, Treasure, and Secretary is mandatory
 - Notice of absence needs to be submitted at least 24 hours before the meeting

C. Method of conducting meetings

- Robert's Rules of Order Newly Revised

D. Meeting minutes and records

It shall be the responsibility of the Secretary or Vice President 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. Meeting Minutes should be kept in an organized archival fashion via the academic Google Drive allotment provided by the school as to facilitate sharing with other members.

ARTICLE VI

ELECTIONS

A. Times and period when elections occur

Yearly elections will be held at the beginning of spring quarter with nominations taking place at the end of winter quarter. 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 will receive funding from Associated Student 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

The membership dues for this organization will be \$20 /year increasing \$5 every quarter afterwards. Ex. \$20/year Fall, \$25/year Winter, \$30/year Spring.

Dues will be used for operating cost of club activities. This club will work on a system 3 T's: Time, Treasure, or Talent. If a student is unable to pay their dues, an equivalent method can be worked out via volunteer work for the club, or performing services for the club where both sides benefit fairly.

B. Budget expenditures (OPTIONAL)

- Executive Committee recommends to the club a voluntary expenditure, the club must approve with a majority vote (50% +1) [*open to amendment later*]. For emergency matters, of which **must** be announced to the club at the following general meeting, the executive committee may have the power to execute the purchase.
- Approval for Reimbursements will happen only if purchases were made on behalf of the organization or via an **approved** project proposal. The receipts must be submitted (or a copy/scan/digitized) to the executive committee (email is fine), where the committee will

approve or deny all or parts of the reimbursement, as they align with the project proposal. Reimbursements will then be a voluntary expenditure, approved at the following general meeting, dispersed immediately after approval via club approved method of expenditure *[to be determined once club is formed, and bank finances are established]*.

- Project Proposals can be for any project that aligns with the purpose of the organization, submitted to the executive committee, and once the executive committee approves, announced at a general meeting and approved by a majority of the organization.
- Should the organization be dissolved, the remaining funds will be donated to the EARS Facility at UC Riverside, which allowed this organization to exist in the first place.

ARTICLE VIII

ADVISORS

A. Selection of advisors

Things to consider:

- The advisor will be selected through appointment.
- To ensure the existence of facilities that support the club activities.

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.