J2K Constitution

*Revised November 2022*

# Article I: Name, Purpose, and Non-Discrimination Policy

1. The name of the organization shall be J2K, standing for Japanese to Korean.
	1. With the knowledge that J2K was previously recognized by the following: J2K Dance Group, J2K Dance Club, J2K Troupe, J2K Shoal, J2K Blob, J2K Codec, J2K Ambush; and has previously stood for the following: JPEG 2000, Justice to Kangaroos, and Just 2 Koalas.
2. **Mission Statement**: J2K is a student dance organization open to individuals of all skill levels that primarily dances to Korean, Chinese, and Japanese pop music. J2K strives to bridge different cultures through a common love of music and dance.
	1. J2K is intended to create a friendly atmosphere where people can dance and have fun while building relationships with fellow students and improving their skills as both a leader and a team member.
	2. J2K strives to display the complexity and difference between each culture and allows people of all backgrounds to learn and perform.
3. All activities and doings of J2K shall reflect the values, goals, and mission of the organization and its members.
* Inclusivity
* Leadership
* Teamwork and Cooperation
* Friendship
* Acceptance
* Learning
1. This organization and its members shall not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, or programs.
2. This organization and its members will at all times ensure spaces associated with our organization are a safe space for all those involved.
	1. We maintain University policy that all individuals are treated with respect and able to share their stories, experiences, and feelings without fear of retaliation.
	2. The Executive Board reserves the right to make decisions with regard to the safety of those at our events.

# Article II: Membership Breakdown and Qualifications

1. To be a member of J2K, an individual must:
	1. Be a student enrolled at The Ohio State University with a functioning BuckID.
		1. Definition of a student is as such: they must be taking at least one class on the main campus of The Ohio State University.
2. The organization will be separated into General Body Members, Executive Board (including an Events sub-board and Social Media Team), and Technology Team.
	1. Executive Board will consist of President or Co-Presidents, Vice President, Technology Vice President, Treasurer, Secretary, Membership Chair, Dance Chair, Design Chair(s), Event Chair(s), and Freshman Representative.
3. Members performing at other organization’s events under the name of J2K must turn in registration dues prior to the performance.
	1. Dues are to be paid to the treasurer of the term in which the dance is performed.
	2. Dues cover performance costs and a J2K shirt.
	3. Each member must pay one of the following amounts.
		1. One-year dues: $10 (subject to change)
		2. One-semester dues: $7 (subject to change)
4. All members are permitted to volunteer to be a leader or helper for a workshop or performance.

# Article III: Organization of Leadership

1. The Executive Board will facilitate J2K, making all final decisions and handling all administrative tasks for the organization.
	1. The Executive Board will consist of the following members: President, Vice President of Social Activities, Vice President of Technology, Secretary, Treasurer, Dance Chair, Design Chair, Event Committee, and Membership Chair.
		1. Primary Officers include President or Co-Presidents, Vice President, and Treasurer.
		2. Secondary Officers include all other positions.
2. Executive Board Academic Requirements include:
	1. Executive Board Officers must maintain minimum GPAs of 2.0 for undergraduates, 3.0 for graduates, and 2.0 for professional.
	2. Executive Board Officers must be full-time students at Ohio State.
	3. Executive Board Officers may not serve as an officer and/or executive board member of more than 3 different student organizations.
3. Executive Board Officers unable to fulfill any of the above requirements and/or having received a warning email regarding fulfillment of academic requirements must notify the Executive Board that they are unable to fulfill their duties:
	1. Said Executive Board Officer must resign following the 1st semester of not fulfilling OSU Executive Board Academic Requirements.
	2. The Executive Board must find and/or elect a replacement.
	3. Said Executive Board Officer must fully train their replacement including but not limited to OSU mandated trainings and one-on-one training.
4. Candidates unable to fulfill any of the above requirements will be ineligible for an Executive Board Officer position.
5. Decision-making within the Executive Board shall be made with the understanding that though the minority shall be heard and absentees protected, the majority will decide, except when these rules are inconsistent with

the constitution or by-laws of this organization.

# Article IV: Responsibilities of Office-Holding Positions

1. Roles and Responsibilities of the **President (or Co-Presidents)**:
	1. Receive all Ohio State University required training.
	2. Actively works to increase campus impact and promote the club’s mission.
		1. Ensure all activities of the organization align with the organization’s stated values and mission.
		2. Attends as many J2K events as possible to promote the members’ activities.
		3. Attends other APIDA events to promote J2K and show support for other organizations.
		4. Ensures the image of the club (as seen in performances, media, and social/fundraising/community involvement events) is cohesive with the club’s mission.
	3. Actively works to achieve the goals set by the executive board at the beginning of each term.
	4. Maintain steady contact with the organization’s advisor.
	5. Secondary source of knowledge for DWJ and J2K Talent Show.
	6. Primary contact with the University.
	7. Knowledgeable of all other positions’ responsibilities and readily available to give guidance.
	8. Keeps an organized executive board calendar.
	9. Primary manager of current general body members and performers who have paid dues.
	10. Perform all administrative duties, including but not limited to:
		1. Act as primary contact for all other organizations (Exterior Communication)
		2. Send finalized dance music cut to event holders.
		3. Compiling performance logistics:
		4. Stage size, time limit, location and time of performance.
		5. Setting up and leading any sound checks or rehearsals, specified by the event.
		6. Lead all Dress Rehearsals unless alternate leader is established.
		7. Ensure performance is audience friendly.
	11. Presidential duties may be split between Co-Presidents if the circumstance arises and responsibilities are deemed too demanding for a single person. However, it is highly recommended to have one President.
		1. Co-Presidents must be approved by the Advisor.
		2. The duties will be separated at the beginning of their term and will be acknowledged and agreed upon by the rest of Executive Board.
		3. Co-Presidents must achieve symbiosis with one another.
		4. In the event there are discrepancies between presidents, it will be resolved by intervention of the Executive Board and the Advisor.
2. Roles and Responsibilities of the **Vice President**:
	1. Assists the president in works to increase campus impact and promote the club’s mission.
	2. Oversees the activities of the Event Committee, including running weekly meetings.
	3. . Primary source of knowledge for DWJ and J2K Talent Show.
	4. Secondary contact with the University.
	5. Fosters communication of planning and logistics with the executive board.
3. Roles and Responsibilities of the **Vice President of Technology**:
	1. Managing the J2K Tech Team.
	2. Organizes videography and photography for performances.
	3. Organizes audio cuts submitted by J2K members for dances.
	4. Determines deadlines for audio submissions for performances.
	5. Ensures quality of audio cuts.
	6. Creates both the line-up for shows and the subsequent mixdowns where multiple dances are performed in series.
	7. Co-producer of J2K’s annual dance cover video in conjunction with dance leader.
	8. Updates the club’s YouTube page for the performances and notifies the Membership Chair when they are ready to be shared on Facebook.
	9. Assist with any technology issues and questions.
4. Roles and Responsibilities of the **Treasurer**:
	1. Receive and be up to date on required Ohio Union Student Organization trainings.
	2. Maintain all information pertinent to fulfilling treasurer duties including but not limited to the J2K Employer Identification Number [EIN], bank account numbers and login information, and debit card PIN.
	3. Maintain an organized and comprehensive spreadsheet of all income and expenditure.
	4. Maintain an organized list of all members who have paid dues and received J2K apparel.
	5. Maintain all paperwork necessary to complete audits, including but not limited to receipts, invoices, and emails.
	6. Procure funding for all events at the highest amount possible.
	7. Research for sponsorships, USG funding, programming fund, operating funds
	8. Any funds loaned from members will be repaid on a reimbursement basis within 60 days of loan.
	9. Collect dues from Executive Board, Events Board, and/or members who participate and/or lead for dance performance(s) and/or video(s).
	10. Prior to the performance, the deadline for dues will be the dress rehearsal that the Treasurer must attend, or the day before a performance.
	11. Approve all expenditure prior to spending money.
	12. Communicate the financial health of J2K at the beginning of every Executive Board meeting.
5. Roles and Responsibilities of **Secretary**:
	1. Records minutes during e-board meetings and reviews prior meeting minutes to aid discussions.
	2. If the Secretary is unable to attend a meeting, a second individual must be chosen to record meeting conversations and decisions.
	3. Minutes must be uploaded to the J2K Google Drive and include the date of the meeting.
	4. Sends out biweekly J2K newsletter with all club announcements.
	5. Works to ensure Instagram is up-to-date with all club happenings.
	6. Shares YouTube content to the Instagram page.
	7. Main point of contact for all other organizations.
	8. Frequently checks-in on the officialJ2K g-mail account.
	9. Ensures all questions, comments, concerns, and inquiries are answered in good time and reflect the

response of the entire Executive Board.

1. Roles and Responsibilities of **Dance Chair**:
	1. Works with leaders to coordinate personal schedules with allocated practice rooms.
	2. Ensures the public calendar is up-to-date with all rehearsal times and locations.
	3. Ensures the dance calendar link is easily accessible.
	4. Contact for room cancellations, practice switches, and practice rescheduling.
	5. Maintains communication between leaders and helpers.
	6. Present in leader/helper group chats.
	7. Updates member sheet in conjunction with membership chair.
	8. Solves issues of overlap in dances by communicating with general body members.
	9. Checks song lyrics/choreography to ensure they are appropriate.
	10. Makes room reservations and updates time slots to J2K calendar.
2. Roles and Responsibilities of **Membership Chair**:
	1. Attend as many events as possible to remain a recognizable and friendly face in the club.
		1. Participate in dances often to encourage unity and a friendly atmosphere.
		2. Make active effort to engage in conversation with new members.
		3. Is readily available to answer questions about the club, e.g. what we do, how to find us, how to be involved, etc.
	2. Make unbiased and fair decisions on leaders and helpers; is not permitted to be partial to any person for personal reasons (e.g. friends, siblings, etc.).
	3. Be the voice of the general body members during Executive Board meetings.
		1. Responsible for keeping the general body in mind when making decisions.
		2. Give unbiased reports of questions, comments, and concerns.
	4. Set up song polls for each semester and song type on Facebook.
	5. Create leader/helper forms for dances and post them on Facebook.
	6. Decide on leaders and helpers and propose these to Executive Board before making a solid decision.
	7. Send out acceptance and rejection emails to leaders and helpers.
	8. Create group chats with leaders, helpers, and Dance Chair.
	9. Update member sheet with leaders and helpers.
	10. Works through possible conflicts between leaders and helpers to find resolution.
	11. Makes sure Facebook cover photo and profile pictures are up-to-date and representative of the club or ongoing events (e.g. DWJ/Talent Show/cover video promo materials).
	12. Liaison between dance leaders, executive board, and general body members.
		1. Dance Leaders must communicate the dance audition specifications to General Body Representative, who will relay information to General Body members.
		2. Responsible for approving leaders’ requests for announcing audition results.
		3. Monitors leader/helper polls and sends out acceptance emails.
		4. In the event that a leader sends out results prior to General Body Representative’s approval, Executive Board holds the right to override the decision.
3. Responsibilities of the **Design Chair(s)**:
	1. Knowledgeable of methods to create digital media for promotional materials. Knowledge of Photoshop or other design software is preferred.
	2. Works with Event Chairs to achieve the desired look for each event (i.e., following the theme).
	3. Works with Tech Team to make sure materials are cohesive, coordinated, and agreeable for the show/performance/event.
	4. Ensures all submitted promotional materials meet University guidelines (size, orientation, etc.).
	5. Creates cover banners for audition events.
4. Roles and responsibilities of **Technology Team**:
	1. Coverage of live performance events.
	2. Edit all of the performance videos and photography.
	3. Participate in shooting and editing videos for J2K cover video and for DWJ.
	4. Dancing with J2K and Talent Show: assist in what is needed by Event Committee.
5. Roles and Responsibilities of **Event Committee**:
	1. Under the guidance and supervision of the Vice President.
	2. Organized, efficient, and responsible individuals who ensure our two biggest events, Dancing with J2K and the J2K Talent Show, run as smoothly as possible.
	3. Will also be responsible for any events that may come about in the future.
	4. Should be comfortable reaching out to judges, MCs, student organizations, and companies (in the event we look for sponsorships).
	5. Handles advertising, decorating, and performance logistics.
	6. Creates Instagram board and oversees other promotional materials for events (e.g., spearheads the design and purchase of a snapchat filter for DWJ).
	7. Attend Executive Board meetings to ensure effective communication between all parties.
	8. Specific roles for Event Committee members can be found in the Dancing with J2K Handbook.
6. Roles and Responsibilities of **Social Media Team**:
	1. Team will consist of Membership Chair, Secretary, and Design Chair(s).
	2. Work together to create content to post on social media pages (including but not limited to Facebook and Instagram). Content is to be posted to pages and stories on pages and includes but is not limited to:
		1. Comeback posts for artists
		2. Weekly song/artist highlight posts
		3. Polls for highlight posts
		4. Workshop/event ads
		5. Executive Board open position ads in the case that there are open positions after elections
		6. Information about elections and open positions on Executive Board
		7. General information about organization doings (e.g. T-shirt information for due paying members, reminders about dues)

XI. Roles and Responsibilities of **Freshman Representative**:

1. Under the guidance and supervision of the Event Committee.
2. Assist the Event Committee with planning and execution of DWJ and the Talent Show.
3. Attend Executive Board meetings in order to stay informed about the organization’s doings and to learn what all is involved for other positions on Executive Board.

# Article V: Leader and Helper Breakdown and Qualifications

1. Procedures for the selection and participation for Leader(s) and Helper(s) of a performing dance/cover video dance are outlined in this section.
	1. Leaders, co-leaders and helpers are not required to be in the dance they volunteer to lead.
	2. Membership Chair will work on the assumption that leaders and helpers are automatically participating in the dance, unless either person asks not to be.
	3. Leaders or helpers of dances must pay membership dues based on one of the aforementioned amounts, regardless of whether or not they chose to perform.
	4. Membership Chair must confirm leader and helper selections with the Executive Board prior to announcement.
2. Responsibilities of Leaders:
	1. Learn the dance before holding the workshop/audition.
	2. Design formations, giving all members equal opportunity for solos.
	3. Incorporate helper in all aspects of the dance process, including but not limited to:
	4. Teach the helper the song before the workshop/audition.
	5. Create a song cut.
	6. Leaders can ask helper(s) to assist in any of leadership tasks, so long as the leader does 75% of the work.
3. Responsibilities of Helpers:
	1. Should allot time to learn the dance before workshops/auditions/practices so as to better assist with the teaching process.
	2. Are expected to be present and involved during the creation of formations and dance music cuts.
	3. Must make efforts to attend every practice.

III. Responsibilities of Co-leaders.

1. Responsibilities between co-leaders must be shared equally.
2. Neither co-leader will be exempt from leader responsibilities.
3. If complaints occur, the Membership Chair has full rights to investigate and delegate responsibilities and may remove members at the discretion of the Executive Board.

# Article VI: Audio and Visual Requirements for Dances

1. Dance music cuts are specified by the respective individual performance requirements, and at the quality specified by J2K Technology Team.
2. Tasks set to leaders, co-leaders and helpers of a performance is as follows:
	1. Leader must create formations for the entirety of said music cut.
	2. Solo must be provided to every member within the dance equally.
	3. Leaders must have knowledge of the dance that is being taught prior to teaching.
	4. Costume choice must be agreed upon by all members prior to performance.
3. Leaders of a Workshop:
	1. Must learn the dance prior to holding a workshop.
	2. A co-leader will be provided if asked.
	3. Co-leaders will not be exempt from leader responsibilities.

# Subsection VI-A: Cover Video Specifications

*\*Note: This subsection applies specifically to creation of J2K’s annual cover video\**

1. Leader of the cover video shares the same qualifications and responsibilities as other leaders (see Article III for breakdown of leader responsibility).
2. All activities concerning the video are the responsibility of the leader, but must be approved by Technology Vice President; these include but are not limited to:
	1. Song choice
	2. Formations
	3. Costumes and locations

# Article VII, Section 1: Rules and Restrictions—Auditions

General Restrictions on Auditions

1. If suspected of an unfair advantage or disadvantage by either Executive Board or by a General Body Member, Executive Board will conduct an impartial analysis of the situation and will reserve the authority to make changes as necessary.
2. No J2K dance will be comprised solely of individuals who are members of other dance organizations, e.g. a dance with all the members made up of the audition only groups on campus—including but not restricted to the following: Top Pride of Korea (TPOK), Queen of Aces (QoA), NEXT Crew, and DIVA—is NOT permitted.
3. Auditions are in three different categories: Traditional, Open, and Selected.

## Characteristics of Traditional

1. Dance will have a workshop followed by an audition within 3 days of the workshop.
2. In the case of same day auditions, video submissions are accepted up to a specified date determined by the leader and executive board.
3. In the event of a scheduling conflict, video submissions may be accepted.
4. In the case of video submissions, dance leaders must communicate the dance audition specifications to the Membership Chair, who will then relay information to General Body Members.
5. Vice President of Technology may decide whether or not to record the leader dancing the audition.
6. In the case of auditionees who audition for multiple dances within one event, or multiple dances with conflicting practice and performance times, i.e. Taste of OSU on the 17th and SASE on the 18th:
	1. Membership Chair and Dance Chair will look through overlaps and work with leaders to determine dance placements.
	2. Leaders cannot announce results of the audition prior to Membership Chair’s explicit approval.
	3. Membership Chair reserves the right to override a leader's decision if this rule is broken.

## Characteristics of Open

1. Dance is open to all willing to join dance.
2. Maximum 3 practices before joining period is closed.

## Characteristics of Selected

1. Leader of said dance selects people to be in said dance.

V. This option is only used in the following cases:

1. Absolute Necessity
2. Strenuous time commitment
3. Leader must petition Executive Board and discuss it with Executive Board prior to a closed vote amongst

all voting Executive Board members.

# Article VII, Section 2: Rules and Restrictions—Performances

## Dancing with J2K

1. See addendum entitled “Dancing with J2K—Non-Year Specific Rules.” A copy of this handbook is on the officialj2k google drive, the dancingwithj2k google drive, and is in print in Dr. Quinn’s office. These rules are to follow with the same strictness as this Constitution.

## J2K Talent Show

1. Any group must have at least one dues paid J2K member.
2. Any person has a maximum of three performances in the talent show.
	1. This includes secret groups, ex. J2K E-board Dance.
3. Music cut length is up to 5 minutes for a mashup or the full song, for songs not remixed.
	1. In the event that the music cut length is disputed, Events Board has the ability of determining the music cut length.
4. Twenty groups in the event is the maximum number.
	1. If more than twenty groups sign up, auditions for spots will be held by the Events Committee.
5. Twenty groups with 5 minutes at maximum is 100 minutes plus an intermission.

## Performances at Organizations Outside of J2K

Song Choice Restriction

1. Song time limited is 2 minutes with a leeway of up to 5 seconds
	1. In the event that the music cut length is disputed, Vice President of Technology has the ability of determining the music cut length.
2. Songs that have been performed by J2K within the past three years cannot be included as choices.
3. Songs cannot be offensive.
	1. Songs cannot cause harm to others.

# Article VII, Section 3: Rules and Restrictions—Practices

## Practices

1. All members must be present during practices
	1. Missing practice must be at the explicit permission of the leader of the dance.
	2. At most 2 excused practices are permitted.
	3. Dance practice schedule overlaps are exempt.
2. If the leader has 2 excused absences from their own dance, and the members of the dance have complained, Executive Board reserves the right to replace them.

## Complaints

1. Executive Board reserves the right to investigate any complaint provided by members within a dance, including those in leadership.
2. Member conflicts should be resolved by Leader
3. In the event it is not resolved, Membership Chair has the prerogative power.

# Article VIII: Elections

1. Elections will be held at the end of spring semester (*suggested time: March*).
2. Interviews will be held for each person interested in being a part of Executive Board. Interviews will be attended by the primary officers: President, Vice President, and Treasurer.
	1. Positions will be determined by outgoing officers.
	2. Those who would like to maintain or switch their position will meet with the President and discuss their desired position and the available options.
3. If conflict occurs, Secretary and Membership Chair may offer to conduct interviews.
4. Officer assignments will be determined based on credentials, ability, overall involvement in J2K, behavior and conduct as an individual, and promise of future performance.
5. Key Executive Board Open Positions include the following: President, Vice President, Treasurer, and Vice President of Technology.
	1. These positions will be open to people previously on Executive Board or Events Board or students who have been active within the organization for at least two years.
6. New officers will be required to:
	1. Attend Executive Board meetings for the remainder of the semester.
	2. Complete University training (in the spring window) before starting their term in the fall.

# Article IX: Impeachment and Member Removal

1. In the event that any member of Executive Board or Events Board has enough complaints against them that warrant an investigation.
2. All other members of Executive Board will conduct an unbiased examination of the evidence.
3. Executive Board and Advisor will be presented the evidence both for and against the person of which the charges are against.
4. The Executive Board with the Advisor minus the person charged will determine the best course of action based on majority vote.
	1. Each member of the Executive Board has one vote, and the Advisor gets two votes.
	2. Majority vote will determine impeachment, probation, or disregarding allegation.
5. If a general member engages in a behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state, or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

# Article X: Dissolution Clause

1. In the event that dissolution happens, all items of monetary value will be turned over to the faculty advisor and to the Department of East Asian Language and Literature.