

# Constitution of J2K

Amended by Review - February 2017

## *Article I - Name, Purpose and Non-Discrimination Policy of the Organization*

- A. The name of the Organization shall be J2K, standing for Japanese to Korean.
  - a. With the knowledge that previously J2K was recognized by the following: J2K Dance Group, J2K Club, J2K Troupe, J2K Shoal, J2K Blob, J2K Codec, J2K Ambush.
  - b. Additionally J2K, previously stood for the following: JPEG 2000, Justice to Kangaroos, and Just 2 Koalas.
- B. Purpose: The organization focuses on allowing students of all skill levels to learn how to dance to Korean, Japanese, and Chinese music as well as to participate in the creation of dance videos and action photography.
  - a. Furthermore, J2K strives to display the complexity and difference between each culture and allows people of all backgrounds to learn and perform.
- C. Discrimination based upon age, color, disability, gender identity and expression, military status, national origin, race, religion, sex, sexual orientation, or veteran status is prohibited.

## *Article II: Membership: Qualification and Leading Criteria*

- A. To be a member of J2K, an individual must:
  - a. Be a currently enrolled student at The Ohio State University, with a functioning BuckID.
    - i. Definition of a student is as such, they must be taking at least one class on Main Campus of The Ohio State University.
  - b. Members performing at other organization's events under the name of J2K, must turn in registration dues before the dance to the leader of said dance. Each member must pay one of the following amounts. These are used for performance costs and a J2K shirt.
    - i. One year dues: \$10 (subject to change)
    - ii. One semester dues: \$5 (subject to change)
  - c. The organization will be separated into General Body, Executive Board, and Committees.
- B. All members are given an opportunity to lead a dance and/or workshop.
  - a. Leader(s) of a Performing Dance or Cover Video Dance
    - i. Leaders, co-leaders and helpers are not required to be in the dance.

1. General Body Representative will work in assumption that Leaders and Helpers are automatically in the dance, unless either person asks not to be.
- ii. If a co-leader is requested, responsibilities must be shared at 50%
  1. In the case that the percentage is not met, at the discretion of the President and the General Body Representative, co-leaders may be removed or re-evaluated.
- iii. If a leader is assigned a helper, an effort must be made to teach the helper prior to teaching the regular members.
  1. Leaders can ask their helper to provide help in any capacity, so long as the leader does 75% of the work.
  2. Helper are asked to be present and involved during the creation of formations and dance music cuts.
  3. If complaints occur, General Body Representative has full rights to investigate and delegate responsibilities.
- iv. Dance music cuts are specified by the Performance Requirements, and at the quality specified by J2K Technology Team.
  1. If Cover Video, music must be approved by Technology Lead participating as the primary videographer.
- v. Formations for the entirety of said music cut:
  1. Solo provided to every member within the dance equally.
  2. If Cover Video, formations must be approved by Technology Lead participating as the primary videographer.
- vi. Knowledge of the Dance that is being taught, prior to teaching.
- vii. Costume Choice must be decided prior to performance.
- viii. Specification of Cover Video:
  1. Leader must cooperate with Technology Lead in deciding costumes and locations.
- ix. Executive Board may participate in one free performance of their choosing per semester, apart from leading a dance.
- b. Leaders of a Workshop
  - i. Must learn the dance prior to holding a workshop.
  - ii. A co-leader will be provided if asked.
    1. Co-leaders will not be exempt from leader responsibilities.

### *Article III: Organizational Leadership*

- A. The Executive Board will facilitate J2K and make final decisions regarding dances and dance lineup, and handle all administrative tasks for the club.
- B. Executive Board will be consist of the following members:
  - a. President, Vice President, Technology Chairs, Secretary, Treasurer, Membership Chair, Design Chairs, and Events Chair.

- i. Primary Officers include but are not limited to Presidents, Co-Presidents, Vice Presidents, and Treasurer.
    - ii. Secondary Officers include all other positions.
  - b. Executive Board Academic Requirements include:
    - i. Executive Board Officers must maintain minimum GPAs of 2.0 for undergraduates, 3.0 for graduates, and 2.0 for professional.
    - ii. Executive Board Officers must be enrolled in classes full time.
    - iii. Executive Board Officers may not serve as an officer and/or executive board member of more than 3 different student organizations.
    - iv. 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 Primary Officers 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 and/or Officer 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.
- C. Responsibilities of the President include:
- a. Receiving all Ohio State University required training.
  - b. Perform all administrative duties.
  - c. Acting as primary contact for all other organizations (Exterior Communication)
    - i. Including sending finalized dance music cut to event holders
    - ii. In charge of getting performance logistics
      - 1. Stage size, time limit, location and time of performance.
      - 2. Setting up and leading any sound checks or rehearsals, specified by the event.
  - d. Leading all Dress Rehearsals unless alternate leader is established.
  - e. Managing Dance Line-up in conjunction with the Executive Board.
    - i. Ensuring performance is audience friendly.
  - f. Oversees the Events Chair.
  - g. Managing current performance members, who have paid dues, with Treasurer.
  - h. These duties can be split between Co-Presidents if the circumstance arises.
    - i. When Presidential responsibilities are deemed too demanding for a single person.
      - 1. It is highly recommended to have one President.
    - ii. Co-Presidents must be approved by the Advisor.
    - iii. The duties will be separated at the beginning of their term, and will be acknowledged and agreed upon by the rest of Executive Board.
      - 1. Co-Presidents must be achieve symbiosis with each other.

- iv. In the event there is discrepancies between presidents, it will be resolved by intervention of the Executive Board and the Advisor.
- D. Responsibilities of the Vice President include:
  - a. Organizing Socials that try to include all J2K members.
  - b. Head of Dancing with J2K
  - c. Managing the Public Relations of J2K
    - i. Manage the J2K fanpage
    - ii. Administrative work of J2K, as assigned by the President.
  - d. Organize Workshops
  - e. Organize Recruitment in the Fall and in the Spring.
    - i. Travelling to events where J2K is asked to be at.
- E. Responsibilities of the Technology Chairs include:
  - a. Management of submitted audition materials
    - i. Video submissions
    - ii. Vice President of Technology makes decisions regarding the recording of leaders during auditions.
  - b. Organizing Dance Cover Videos
    - i. Videography, music cut, shooting time, location, and costume
  - c. Approving the quality of Music Cuts, and Final Music Cut.
  - d. Organizing live Performance Video recording and photography.
  - e. Head of Technology Team.
- F. Responsibilities of Secretary include:
  - a. Taking minutes at every meeting, unless an alternate has been selected.
  - b. Managing the calendar with practice rooms
    - i. Practice room space reservations utilizing the Union, NRC, and RPAC space reservation portal.
  - c. Developing the practice schedule with the General Body Representative
  - d. Communicating with the entirety of J2K through email
  - e. Second point of contact for all other organizations
- G. Responsibilities of Membership Chair include:
  - a. Primary point of contact for all of General Body
    - i. Unbiasedly reporting questions, comments and concerns from the General Body.
    - ii. Dance Leaders must communicate the dance audition specifications to General Body Representative, who will relay information to General Body members.
    - iii. Responsible for approving leaders request for announcing audition result
      - 1. In the event that a leader sends out results prior to General Body Representative's approval, Executive Board hold the right to override the decision.
  - b. Schedule Dance Practices with Secretary
  - c. Polling General Body for songs, workshops, socials and any other event J2K might hold.

- d. Go to majority of all J2K held events, practices not included
    - i. Preferably all Workshops and Socials
  - e. Encourage leadership amongst General Body for leaders of dances, workshops, and future Executive Boards.
  - f. Management of closed J2K Facebook page(s).
- H. Responsibilities of Treasurer include:
- a. Receiving and being up to date on required Ohio Union Student Organization trainings.
  - b. Maintaining 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.
    - i. Maintaining an organized and comprehensive spreadsheet of all income and expenditure.
    - ii. Maintaining an organized list of all members who have paid dues and received J2K apparel.
    - iii. Maintaining all paperwork necessary to complete audits, including but not limited to receipts, invoices, and emails.
  - c. Procure funding for all events at the highest amount possible.
    - i. Research for sponsorships, USG funding, programming fund, operating funds
    - ii. Any funds loaned from members will be repaid on a reimbursement basis within 60 days of loan.
  - d. Collect dues from Executive Board, Events Board, and/or members who participate in dance performance(s) and/or video(s).
    - i. Prior to the performance. Deadline for dues will be the dress rehearsal that the Treasurer must attend or the day before a performance.
  - e. Approve all expenditure prior to spending money.
  - f. Communicate the financial health of J2K at the beginning of every Executive Board meeting.
- I. Responsibilities of Technology Team include:
- a. Managing J2K social media accounts including but not limited to: Instagram, Snapchat, YouTube, and co-management of the J2K fanpage.
  - b. Coverage of live performance events.
  - c. Editing of all performance videos and photography.
  - d. Cover Video:
    - i. Participate in shooting and editing the video.
  - e. Dancing With J2K and Talent Show:
    - i. Assist in what is needed by Events Board.
- J. Responsibilities of Events Chair include:
- a. Reserving dance rooms, locker space, and performance spaces
  - b. To plan Dancing with J2K and the Talent Show in addition to any J2K held event that may come about in the future.
  - c. Notifies Executive Board of any of the proceedings.

- d. Leads upcoming events.

*Article IV: Auditions: Rules and Restrictions*

A. General Restrictions on Auditions

- a. If suspected of an unfair advantage or disadvantage by either Executive Board or by a General Body Member
  - i. Executive Board will conduct an impartial analysis of the situation and will reserve the authority to make changes as necessary.
- b. No J2K dance will be comprised of members all in other dance organizations.
  - i. For example, one 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), and DIVA.

B. Auditions are in three different categories: Traditional, Open, and Selected

a. Characteristics of Traditional

- i. Dance will have a workshop followed by an audition within 3 days of the workshop.
  - 1. In the case of same day auditions, video submissions are accepted up to a specified date determined by Executive Board.
    - a. In the event of a scheduling conflict, video submissions will not be accepted.
    - b. Video submissions, Dance Leaders must communicate the dance audition specifications to General Body Representative, who will then relay information to General Body.
    - c. Vice President of Technology may make a decision on whether or not to record the leader dancing the audition.
  - ii. Auditionees who audition for multiple dances within in one event, or multiple dances in with conflicting practice and performance times, i.e. Taste of OSU on the 17th and SASE on the 18th.
    - 1. General Body Representative and President will look through overlaps and work with Leaders to determine dance placements.
  - iii. Leaders cannot announce results of the audition prior to General Body Representative's explicit approval.
    - 1. General Body Representative reserves the right to override Leader's decision if this rule is broken.

b. Characteristics of Open

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

c. Characteristics of Selected

- i. Leader of said dance selects people to be in said dance
- ii. This option is only used in the following cases:
  - 1. Absolute Necessity

2. Strenuous time commitment
- iii. In order for this type to be used leader must petition Executive Board and discuss it with Executive Board prior to a closed vote amongst all voting Executive Board members

*Article V: Performance: Rules and Restrictions*

A. Dancing with J2K

- a. Annual competition consisting of three J2K members: one leader, one veteran helper, and one newbie helper, and four students from outside of J2K with limited dance experience
  - i. Any J2K member can be a leader once, and a helper twice.
    1. Helper and Leader cannot have danced together before, exceptions can be made for this.
  - ii. Students outside of J2K cannot have had prior dance experience in other organizations on The Ohio State University Campus
- b. Song Choice Restrictions
  - i. Song time limited is 2 minutes with a leeway of up to 15 seconds
    1. In the event that the music cut length is disputed, Events Board has the ability of determining the music cut length.
  - ii. Songs that have been performed by J2K within the past three years cannot be included as choices.
  - iii. Songs cannot be offensive
  - iv. Songs cannot cause harm to others
- c. Winning Team Restrictions
  - i. Teams cannot compete the year after the win
  - ii. Challenges cannot be included the year after the win
  - iii. Artist groups, ex. BTS and Infinite, cannot be included the year after the win
- d. Judges
  - i. Must not see competing teams prior to performance
  - ii. No bribery is permitted
- e. Events Board members cannot participate in competing teams.

B. Talent Show

- a. Every performer must be a due paying member.
- b. Any person has a maximum of three performances in talent show.
  - i. This includes secret groups, ex. J2K Eboard Dance
- c. Music cut length is up to 5 minutes for a mashup or the full song, for songs not remixed.
- d. 20 groups in the event max, with the ability to expand to 25 at most.
  - i. If 20 groups is surpassed, then auditions will be held by the Events Board.
  - ii. 20 groups with 5 minutes at maximum is 100 minutes plus an intermission.

- iii. Groups cannot use name of outside organization.
- C. Performances at Organizations Outside of J2K
  - a. Song Choice Restriction
    - i. Song time limited as close to 2 minutes as possible.
      - 1. In the event that the music cut length is disputed, Vice President of Technology has the ability of determining the music cut length.
    - ii. Songs that have been performed by J2K within the past three years cannot be included as choices.
    - iii. Songs cannot be offensive
    - iv. Songs cannot cause harm to others
  - b. Practices
    - i. All members must be present during practices
      - 1. Missing practice must be at the explicit permission of the leader of the dance.
        - a. At most 2 excused practices are permitted
          - i. Dance practice schedule overlaps are exempt.
        - b. If 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.
- c. Complaints
  - i. Executive Board has the right to investigate any complaint provided by members within a dance, including those in leadership.
  - ii. Member conflicts should be resolved by Leader
    - 1. In the event it is not resolved, General Body Representative prerogative.

#### *Article VI: Elections*

- A. Executive Board positions to be filled will include but not be limited to:
  - c. President, Vice President, Technology Chairs, Secretary, Treasurer, and Membership, Design Chairs.
    - i. Primary Officers include but are not limited to Presidents, Co-Presidents, Vice Presidents, and Treasurer.
    - ii. Secondary Officers include all other positions.
  - d. Executive Board Academic Requirements include:
    - i. Executive Board candidates must maintain minimum GPAs of 2.0 for undergraduates, 3.0 for graduates, and 2.0 for professional.
    - ii. Executive Board candidates must be enrolled in classes full time.
    - iii. Executive Board candidates may not serve as an officer and/or executive board member of more than 3 different student organizations.
    - iv. Executive Board candidates unable to fulfill any of the above requirements will be ineligible for an Executive Board Officer position.
- B. Elections will be held at the end of spring semester.



- a. Every member of Executive Board has a say in choosing future members of the board, final decision by President.
  - b. Open positions will be announced, and outgoing Executive Board members will hold interviews.
    - i. If conflict occurs Secretary and Membership Chair can offer to proctor interviews.
  - c. Executive Board meets and votes based on credentials, ability and promise of future performance.
    - i. If a person is running for a specific role, and is in Executive Board or Events Board, they will be asked to leave their previous position and the room.
- C. Publicly Open Positions will be announced.
- a. Those include the following: the three seats of Events Board, Treasurer, Secretary and General Body Representative.
- D. Key Executive Board Open Positions will not be announced to General Body.
- a. These include the following: Vice President and President.
    - i. These Positions will be open to people previously on Executive Board as well as Events Chair or students who have been within the organization for at least two years.

#### *Article VII: Impeachment*

- A. In the event that any member of Executive Board or Events Board has enough complaints against them that warrant an investigation.
  - a. All other members of Executive Board will conduct an unbiased examination of the evidence.
  - b. Executive Board and Advisor will be presented the evidence both for and against the person of which the charges are against.
  - c. The Executive Board with the Advisor minus the person charged will determine the best course of action based on majority vote.
    - i. Each member of the Executive Board has one vote, and the Advisor gets two votes.
    - ii. Majority vote determine impeachment, probation or disregarding allegation.

#### *Article VIII: Dissolution Clause*

- A. 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.