

Constitution

Article I:

Name: The name of this organization shall be the *Korean Student Association at The Ohio State University*.

Purpose: Purpose of the Korean Student Association is to promote the education and enrichment of its members and the university community with aspects of Korean culture through involvement and participation in various social, cultural, and philanthropic activities.

Non-Discriminatory Policy: Even though the association's members are primarily composed of peoples of Korean descent, this organization and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, or Vietnam-era veteran status. Furthermore, the Korean Student Association does 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, programs, admission, and employ.

Article II:

Membership: General membership is open to any enrolled OSU student, part-time and full-time. Others, such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associates or honorary members. To be on executive board, students must be considered "full-time" at The Ohio State University.

Article III:

Voting and Appointment Procedures: The elections for each of the executive committee members and the standing committee shall be conducted in April of the academic year. Candidates running for major leadership positions (President, Vice President, Head of Events, and Head of Membership) will go through an application and interview process, in which the continuing executive board members and current President(s) will vote. There will be a separate application and interview process for other officer positions in which the current executive committee and the newly elected President(s) will vote on. The term for each of the officers will start from the beginning of Autumn Semester to the end of Spring Semester. In the event of multiple ties, the election will be conducted again after the presentation of the nominees' platforms.

Organization Leadership: The organization leadership will be the executive committee whose responsibility is to conduct business of the organization between meetings of the membership. This committee will represent the general assembly and will be elected from the ranks of the organization's voting membership.

Officers: The officers shall operate for the common good of the KSA. Officers shall not be constrained by "official titles" in determining their role(s) within the organization. The following are the official titles for the executive committee, but these descriptions shall be only a general guideline. Although most rulings will be based on a majority vote, Presidents do have the ability to overrule or request a re-vote. The titles of the officers are as follows:

A. President

- I. Preside at organization meetings.
- II. Facilitate executive board meetings.
- III. Represent the organization to the institution.
- IV. Meet with the advisor when needed.
- V. Be aware of all the financial matters.
- VI. Assist all executive officers.
- VII. Serve as spokesperson for the executive board and organization.
- VIII. Provide motivation for the organization.
- IX. Coordinate campus-wide programs (delegate this to other executive officers).
- X. Serve on various committees or task forces.

- XI. Prepare prior to all meetings.
- XII. Be open to all opinions and input.
- XIII. Provide follow-up to organizational tasks.
- XIV. Inform the executive board of other meeting information.
- XV. Organize the executive board retreats and apparel.
- XVI. Prepare for the annual banquet (delegate to other executive officers).
- XVII. Coordinate the executive board transition with advisor.
- XVIII. Interview the applicants for the future executive board.
- XIX. Implement cultural ideas into meetings and events.

B. Vice President/Secretary

- I. Preside at organization meetings in the absence of the President.
- II. Provide insight and opposition to Presidential biases if observed.
- III. Serve as liaison to committees.
- IV. Direct constitutional updating and revision.
- V. Assist President in facilitating elections.
- VI. Oversee the Events and Membership Committees.
- VII. Provide assistance to the Event Coordinators and Membership Chairs if needed.
- VIII. Update the President with the status of the Events and Membership Committees.
- IX. Implement cultural ideas into meetings and events.
- X. Record and maintain minutes of all organization meetings.
- XI. Reserve room spaces for weekly E-Board meetings.
- XII. Send minutes to all appropriate members and organizations.
- XIII. Prepare an agenda with the President for meetings.
- XIV. Keep the organization informed.
- XV. Maintain attendance (roll call, sign-in sheets, e-board attendance, reasons for absence) at all meetings.
- XVI. Maintain a calendar of events and keep other organizations informed.
- XVII. Maintain a phone and e-mail directory of all members.
- XVIII. Provide e-mail and password to the President and current residing e-board.
- XIX. Implement cultural ideas into meetings and events.
- XX. Perform other duties as assigned by the President.

C. Treasurer

- I. Attend treasurer training.
- II. Prepare the organizational budget with the President and Vice President.
- III. Keep track of receipts, reimbursement forms, supply requests, etc.

- IV. Audit books twice a semester with the executive board.
- V. Maintain a financial history of the organization.
- VI. Inform the executive board of all financial matters.
- VII. Coordinate Contingency Request.
- VIII. Make semester reports of all receipts and disbursements.
- IX. Have knowledge of the Ohio Union policy on reimbursements and funding.
- X. Draft an updated funding packet for business sponsorship.
- XI. Actively seek fundraising opportunities for events.
- XII. Implement cultural ideas into meetings and events.
- XIII. Perform other duties as assigned by the President.

D. Head of Events

- I. Implement the social, cultural, and philanthropic activities during the semester.
- II. Assign and delegate tasks for executive board members during events.
- III. Collaborate and lead event chairs for logistics of events
- IV. Communicate funding needs to the Treasurer in a timely manner.
- V. Communicate with club managers and run contract operations
- VI. Communicate with other collaborating student organization
- VII. Collaborate with the Korean department at the Ohio State
- VIII. Work with the board to create a semester-projected program calendar.
- IX. Publish Media with Event Description at least 7 days ahead of time*
 - 1. *sensitive to event and promotional clutter
- X. Shall be obligated to the same duties as event chairs along with duties listed above.

E. Event Chairs

- I. Implement the social, cultural, and philanthropic activities during the semester.
- II. Collaborate with event coordinators from other committees and other schools.
- III. Strategize the logistics and necessary shopping supplies for events.
- IV. Reserve room spaces for events.
- V. Implement cultural ideas into meetings and events.
- VI. Incorporate/Implement general and executive member ideas and opinions for events.
- VII. Perform other duties as assigned by the Head of Events and/or President.

F. Philanthropy Chair

- I. Be present at all events.
- II. Shall be responsible for heading all philanthropic efforts.
- III. Implement ideas to further philanthropic efforts.

- IV. Effectively communicate needs with the treasurer regarding all finances.
- V. Shall be responsible for keeping track of money raised.
- VI. Shall be responsible for communicating with E-board and general body members.
- VII. Perform other duties as assigned by the President.

G. Head of Membership

- I. Establish and develop the membership system to integrate general body members effectively and naturally into the KSA community.
- II. Delegate tasks to the membership chairs for logistics of the membership system.
- III. Shall be responsible for deciding the different families and sunbae/hoobae pairs.
- IV. Shall be responsible for maintaining a public awareness of the organization.
- V. Maintain close relations with other organizations and their Public Relations Chairs.
- VI. Implement cultural ideas into meetings and events.
- VII. Effectively communicate needs with the Head of Events to carry out event logistics in a timely manner.
- VIII. Proactively pursue general membership retention at events in addition to family members.

H. Membership Chairs

- I. Shall be responsible for maintaining their respective family.
- II. Shall be responsible for checking in frequently on their delegated sunbae/hoobae pair.
- III. Maintain close relations with other organizations and their Public Relations Chairs.
- IV. Implement cultural ideas into meetings and events.
- V. Incorporate Membership benefits and perks to encourage retention.
- VI. Proactively pursue general membership retention at events in addition to family members.
- VII. Perform other duties as assigned by the Head of Membership and/or President.

I. Media Chair

- I. Oversee all publicity for meetings and organizational happenings through social media.
- II. Work closely with other committee chairs to maintain records or create publicity.
- III. Shall document by photos and/or videos of the event.
- IV. Shall be proactive in uploading documented photos/videos of the event.
- V. Shall be present at all meetings.
- VI. Shall be responsible for all media related tasks such as photos/videos, editing kdrama, and maintaining social media platforms
- VII. Implement cultural ideas into media.
- VIII. Shall be responsible for the social media accounts

J. Design Chair

- I. Shall provide aesthetic media using Fotor/Canva/Adobe Photoshop for the Event Coordinators at least 7 days prior to the event it is promoting.
- II. Be present at all events.
- III. Shall be present at all meetings.
- IV. Shall be responsible for all design related tasks such as creating event posts, creating flyers, and creating ticket designs.
- V. Shall be responsible for the social media accounts.
- VI. Implement cultural ideas into design.
- VII. Oversee all publicity for meetings and organizational happenings through social media.

Article VI :

Method of Selecting and Removing Officers and Members: New officers for the upcoming year are selected at the end of each term by the previous officers by review of application and majority vote. In the approval of being an officer, one is committing to the standards of their position and the organization, as a whole. In the case that an officer is not committing to their duties or is causing hardship on other officers and the organization, the President will need to discuss with that officer to reassure the standards of one's position. If those actions continue, the President will discuss with other officers to have a unanimous vote on the continuation, probationary status, or removal of the officer's position. During this process, all officers will be protected by the non-discrimination policy and will only be evaluated on the commitment to their duties and the standard of the organization.

Members do not go through a selection or membership process and are open to all events and general meetings. In the case a member causes hardship on the officers, organization or partnering organizations, officers will discuss the matter with the member and the standards of the organization. After the discussion, the officers will unanimously vote whether to remove the member from the current event and whether to allow the member to attend future events and meetings related to the organization. During this process, all members will be protected by the non-discrimination policy and will only be evaluated on their actions related to the standard of the organization.

Article VII:

Advisor(s): Advisors of the KSA must be full-time members of the University faculty or administrative/professional staff.

If a person is serving as an advisor who is not a member of the above classification, a co-advisor must be chosen who is a member of the listed University classifications. The responsibility of an advisor of this organization is to act as a liaison between the organization and the University.

Article VIII:

Meetings of the Organization: At the beginning of each semester, a general meeting shall take place in which the KSA states new membership and discusses upcoming events and activities for that semester with the exception of summer semester. Subsequent meetings shall be organized based on activity needs and general consent of voting membership. In addition, at least one meeting shall be held weekly for the organization leaders and committee officers in addition to sub-committee members.

Article IX:

KSA and KISO, henceforth the supervising party, shall preside over the Korean Culture Show dance teams. KSA presides over Queen of Aces (QoA), the main girls' dance group, while KISO presides over Top Pride of Korea (TPOK), the main boys' dance group. KSA and KISO hereafter shall have the full authority and capability to enforce regulations as listed.

Contingencies that both teams must adhere to:

- Upon a vacant seat, auditions must be held to fill the position.
- Auditions must be recorded.
- Auditions must be held on a yearly basis.
- Auditions may be held independently by the second party, the dance group.