

# **[Korean International Student Organization Constitution]**

## ***Article I – Name, Purpose, Non-discrimination Statement policy***

**Section 1:** Korean International Student Organization (KISO)

**Section 2:** KISO will help Korean international students get adjusted to the Ohio State University and the lifestyle of the U.S. KISO will also enable Korean students to get to know each other and form connections. Lastly, KISO will promote Korean culture awareness around campus.

**Section 3:** Korean International Student Organization and its members shall not discriminate against any individual(s) for reasons 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 employment.

As a student organization at The Ohio State University, Korean International Student Organization expects its members to conduct and maintain an environment that is free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

## ***Article II – Membership; Qualifications and categories of membership***

Voting membership should be defined as limited to the current executive board of KISO, others such as students, faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

As required by the Guidelines for Student Organizations, 90% of the membership will include current Ohio State University students. Active members and the Executive Committee can make decisions regarding the membership of the community and other non-student members of an organization.

## ***Article III – Methods for Removing Members and Executive Officers***

All members and officers are expected to meet certain standards and conduct themselves in a way that reflects well on KISO. If these expectations are not met, removal from the organization can be the end result. An officer who does not meet the expectation and misses five or more executive board meeting per semester as well as five or more events held by KISO is subject to removal from the organization. If members or officers who steal KISO' public materials or money are subject to removal from the organization. The executive members would conduct the review and ultimately make decisions. The executive members should review all processes carefully and then vote for the officer's removal in consultation with the advisor.

***Article IV – Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.***

All terms are to last for a year. There are two election periods. The primary elections will be held sometime in March for the executive board of the following academic year. In addition, if needed there can be a secondary election sometime in January for the current academic school year. The positions for the elections will differ every term, since there will be graduating seniors or committee members who wish not to continue for the remainder of the academic year. Therefore, the organization will need new committee members to participate as officers to fill in the empty spots. Previous committee members can be re-nominated or nominated for another position.

The committee members include:

1) President (Primary leader)

- Head of all committee member meetings and general body meetings
- Meet with advisor at least once a quarter
- Be in charge and/or informed of all activities concerning the club
- Promote/maintain club spirit
- Be in charge of emailing Human Resources department from different corporations from South Korea and other companies in the United States to discuss and host recruiting seminars and info sessions throughout the academic year at Ohio State

2) Vice President (Secondary leader)

- Head of meetings when the President is absent
- Assist President in planning activities and executing the plans
- Take the role of secretary when the secretary is absent by taking minutes
- Mediator to maintain the relationship and keep update of KISO between president and other officers in the organization.

3) Secretary

- Take minutes in all meetings
- Inform and remind other members and officers of club activities and any other important information
- Reserve meeting locations for all meetings
- Reserve event spaces
- Update emails daily in the committee members' closed Facebook group page

4) Treasurer

- Maintain the club treasury
- Be in charge of fundraising
- Inform president and other committee members about the state of the treasury
- Meet with advisor with President for budget and financial issues/plans
- Keep track of receipt and all documents regarding finance

#### 5) Event Coordinator/Chairman

- Create ideas for organization activities and events
- In charge of running general body meeting activities
- Event Coordinators can have their individual meetings when necessary. President and Vice President should be present in those meetings. Also the content and discussions from the meeting should be written down in a document file and should be updated to the committee members' closed Facebook group page so that other officers can be updated
- When reserving an event space, the Event Coordinators are to help the Secretary finding an event space
- In charge of writing KISO's weekly update email to the general members

#### 6) Public Relations Chair

- Promote organization events on KISO Facebook page, group page, and other student organizations group page
- Create Event page when there is an organization events/activities on Facebook
- Help out Event Coordinator/Chairman with organization activities/events
- Interact with other student organizations at Ohio State to enlarge connections with KISO and discuss collaboration events with other student organization officers
- Take pictures of KISO events and activities to keep record of activities throughout the year and also post those pictures on the KISO Facebook page

#### 7) Advisor

- Help prepare KISO's budget
- Review and edit KISO's communications
- Provide historical context for KISO
- Share university information with members
- Mediate inter-personal conflict

### ***Article V – Election / Selection of Organization Leadership***

As mentioned in Article IV, all terms are to last for a year. The elections will take place sometime in March, and if needed in January.. The positions for the election will differ every term, since

there will be graduating seniors or possibly committee members who wish not to continue their position for the remainder of the academic year. Therefore, the organization will need new committee members to participate as officers to fill in the empty spots. Previous committee members can be re-nominated or nominated for another position.

Committee members of KISO will be nominated by the committee members of the current year, considering the individual's qualification of whether that certain student would be suitable to be in the position. For presidency positions (President/ Vice-President) it is favorable to nominate an individual who has been already in on the executive board for at least 1 semester. For other executive board positions it is highly recommended that he or she has been in the club as a general member for a year, but this is not a requirement. Furthermore, incoming freshmen and transfer students who are interested and also are willing to commit their time and share their ideas and abilities are more than welcome to submit their resumé for the committee application. In special circumstances such as if the entire current e-board not returning for the following year, all positions are open to anyone who applies for the positions. The application process for new committee members for KISO is as follows:

- Prospective committee member is required to submit a resumé to KISO's gmail account
- Committee members will review the resumé of individual applicants
- Closed individual interview with all the current committee members
- Notifying interviewees about the committee members' decision
- Official announcement on KISO's Facebook page

Anyone who is interested in Korean culture can be a member. There is no specific process or requirement to become a general member of KISO.

#### ***Article VI – Advisor: Qualification Criteria***

Adviser for our organization must be a full-time member of the University faculty or Administrative & Professional staff. Advisor should help the club with maintaining finance and treasury, be aware of all the club activities, and give suggestions/advice to the club.

#### ***Article VII – Meetings and events of the Organization***

General Body Meetings and events will be held once every month. For the academic year of 2024-25, dates for general body meetings and events will be decided at the previous general body meeting. The location of the meetings will vary. For special occasions, the general body meeting may be subject to change its date and time or be canceled. All members are highly encouraged to participate in all general body meetings, but it is not a requirement.

Executive Board Members' meetings will be held every week on Tuesday 09:00 PM. For fall semester 2024, the committee members' meeting date may change due to the students' academic

schedules. And in special circumstances executive board member meetings are subject to change date and time or be cancelled.

### ***Article VIII – Korean Culture Show: Definition, Committee, Event Planning, Auditions***

Section 1: The Korean Culture Show is one of the biggest event that KISO hosts throughout the academic year. It is an annual event that we host alongside The Korean Student Association (KSA) to represent Korea and to show Korean culture to the Ohio State and to the Columbus community. The Korean Culture Show (KCS) not only presents Korea's pop culture but also traditional Korean culture as well.

Section 2: At least of 2 executive board members from KISO and KSA must be on the KCS Event Committee. The Event Committees are in charge of setting up the major event planning such as programming, ideas, sponsorship, venues, and hosts for KCS.

#### ***Section 3: Auditions***

Starting from autumn 2013 semester, there will be 2 Korean Culture Show designated dance teams. There is TPOK for the guys and QOA for the girls. QOA was formed in autumn 2013 semester in the hopes of becoming a KCS designated girl's dance group like TPOK. And from this QOA will continue this new tradition for the upcoming years. Both KISO and KSA have decided that we want only 2 dance groups to perform at KCS. TPOK is under KISO and QOA under KSA. Both TPOK and QOA will have an audition every year. The judging Panel for each team will be the existing members, however, when things go out of hand and when both KISO and KSA thinks that the final decision for the cut for the new members in the dance team seemed biased, both KISO and KSA will have a say to the decision and both of the organization will review the whole audition process.

### ***Article IX – Attendees of Events of the Organization***

KISO has the right to address the behavior of a member or an event attendee where the member or event attendee's behavior is disruptive or otherwise not in alignment with the KISO's constitution.

### ***Article XI – Method of Amending Constitution***

Any proposed amendments will be presented and announced to KISO in writing. The amendments will be read in the general meeting, and at the next general meeting, the votes will be taken. The votes should require more than two-thirds majority of the voting members present. The constitution should not be amended easily or frequently.

### ***Article XI – Method of Dissolution of Organization***

Section 1: The dissolution of KISO will be decided by a majority vote of the executive and general members. The proposal for dissolution must be approved by a two-thirds of the active members present in the meeting specifically for this purpose in consultation with the advisor. Upon approval of the dissolution, notice will be provided to every members and advisor. The executive members will oversee all aspects of the dissolution process to ensure compliance with regulatory requirements.

Section 2: KISO will first use the asset to pay of all the outstanding debts, liabilities, and obligations. Any remaining asset after debts will be distributed. The disposition of such assets may include, but is not limited to, their transfer to another non-profit organizations with a similar mission. A final accounting of all assets and liabilities will be prepared and provided to the membership.