

ARTICLE I: THE ORGANIZATION

Section 1. Name

The official name of this organization shall be the Korean Students Association (KSA).

Section 2. Purpose

The purpose of this organization shall be:

- A. To promote and expand awareness and appreciation of the Korean and Korean-American culture.
- B. To promote cultural and social exchange at the University of Virginia
- C. To provide service to the University and its surrounding area
- D. To serve as a resource for the student community

Section 3. Allegiance

The organization shall abide by the University of Virginia's Policies for Contracted Independent Organizations (CIOs) and all regulations and expectations as outlined in the University Record.

ARTICLE 2: MEMBERSHIP

Section 1. Non-Discrimination Clause

This organization shall not restrict its membership, programs, or activities on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family and genetic information.

Notwithstanding these requirements, this organization may petition to restrict its membership based on an ability to perform the activities related to the organization's purpose by filing a written request with the Office of the Dean of Students. In evaluating any such requests, the University will look not merely to the constitution of this organization but to its actual practice and operations.

Section 2. Membership Fees

- A. An annual membership fee will be required of all active members in order to maintain various privileges to be determined by the Officer Board throughout the year.
- B. All dues will be collected by the Treasurer.
- C. The amount for dues shall be determined by the officers annually.

ARTICLE 3: THE EXECUTIVE BOARD

Section 1. Executive Board Officers

- A. The Executive Board of the organization shall refer to the: President, Vice President, Treasurer, Secretary, and Historian.
- B. General requirements:

1. The offices on the Executive Board may only be filled by a paid member with experience on the organization's Officer Board. The President and Vice-President positions must be filled by a rising third or fourth year at the time of elections.
2. The Executive Board Officers are expected to serve for a full academic year.
3. The Executive Board Officers will serve on a voluntary basis.

Section 2. General Duties

The duties of all members of the Executive Board shall be:

- A. To divide the officer chairs amongst the Executive Board officers according to each officer's qualifications and prior experience
- B. To oversee the progress of their designated committee
- C. To be responsible for outreach to the greater University and Charlottesville community by acting as a representative for KSA.

Section 3. The President

The duties of the President shall be:

- A. To act as the representative of KSA to the greater University and Charlottesville community
- B. To ensure that the organization is operating in conformity with the principles set forth in this constitution
- C. To serve as a representative on the Asian Leadership Council(ALC)
- D. To organize and preside over executive, officer, and general meetings
- E. To act as a liaison between the organization and other organizations of the university, including but not limited to UVA Administration, Student Council, Asian Student Union/Asian Leadership Council, etc.
- F. To update the faculty advisor on the organization's progress and upcoming events

Section 4. The Vice President

The duties of the Vice President shall be:

- A. To perform the powers and duties of the president when he/she is unable to
- B. To serve as a representative on the Asian Leadership Council (ALC)
- C. To act as liaison by facilitating and managing relationships between officers and executive members
- D. To organize officer and general meetings along with the President

Section 4. The Treasurer

The duties of the Treasurer shall be:

- A. To keep all financial records of the organization and make sure they are in conformity with the organization's and University's regulations
- B. To collect all membership dues and fees
- C. To keep an updated record of all paid general members
- D. To prepare, propose, and present a budget on behalf of KSA to the Student Council Appropriations Committee
- E. To pay all bills and reimbursements which are accompanied by a receipt

- F. To keep an updated record of all the organization's property
- G. To organize fundraisers with the Fundraising Chairs

Section 4. The Secretary

The duties of the secretary shall be:

- A. To act as a liaison between officers and general members through the weekly newsletter
- B. To provide agendas and meeting minutes to all officers before and after each meeting
- C. To reserve all meeting rooms and necessary equipment for meetings and events
- D. To keep records of officer attendance at all meetings and events and making sure officers are in compliance with the organization's officer attendance policy

Section 5. The Historian

- A. To document all of the organization's activities through picture and video
- B. To make these pictures and videos accessible to the greater KSA community through the KSA Facebook page
- C. To work with internal chairs to maintain records of bigs and littles via the family tree
- D. To create, update, and maintain the KSA website

ARTICLE 4: THE OFFICER BOARD

Section 1. Officer Board Members

- A. The officer board will consist of the following committees:
 - 1. Culture Committee
 - 2. Internal Committee
 - 3. Outreach Committee
 - 4. Fundraising Committee
 - 5. Social Committee
 - 6. Public Relations Committee
- B. General Requirements:
 - a. The positions on the Officer Board may be filled by any active and paid member of the organization.
 - b. The Officer Board members are required to prepare for and attend weekly officer meetings and monthly general meetings.
 - c. The Officer Board members are required to attend and participate in all of the organization's events.
 - d. The Officer Board members are required to publicize all events through flyering, chalking, and the use of social media.

Section 2. Culture Committee

- A. To plan, organize, and execute cultural events related to Culturefest, Korea Day, and EXPO.
- B. To report all updates to the overseeing Executive Board Officer.

Section 3. Internal Committee

- A. To maintain, promote, and increase organization membership
- B. To organization and maintain the organization's family system (including the big and little system)
- C. To plan intra-organization family events including annual family weeks and holiday potluck
- D. To plan officer bonding events
- E. To report all updates to the overseeing Executive Board Officer

Section 3. Outreach Committee

- A. To coordinate community service projects
- B. To facilitate and maintain relationships with other organizations in both the greater University and greater Charlottesville communities
- C. To choose and organize what sports events to participate in, including IM and other events.
- D. To recruit members to play sports and organize practices when necessary
- E. To report all updates to the overseeing Executive Board Officer.

Section 4. Fundraising Committee

- A. To organize fundraising events in the greater Charlottesville community
- B. To plan concessions and stadium clean-up sessions with the Treasurer
- C. To plan, organize, and execute the annual Taste of Korea event
- D. To report all updates to the overseeing Executive Board Officer

Section 5. Social Committee

- A. To plan, organize, and execute social events within the organization and between other organizations
- B. To plan, organize, and (if enough interest) execute Foxfield and Beach Week activities
- C. To report all updates to the overseeing Executive Board Officer

Section 6. Public Relations Committee

- A. To act as the primary liaison between the organization and the greater University community
- B. To promote the organization's activities to the greater University community through various means of communication
- C. To update and maintain the organization's social media
- D. To report all updates to the overseen Executive Board Officer

ARTICLE 5: ELECTION PROCEDURES

Section 1. Nominations

- A. Nominations for Executive Board Officers will be held during an officer meeting at the beginning of the spring semester. Additional nominations will be accepted after the meeting until a specified date to be determined by the current year's Executive Board.

- B. Motions for a nomination may be brought up by any officer or by self-nomination. All nominations must be followed by a second motion.
- C. A nominee may accept or decline his/her nomination; however, not accepting or declining by the designated time will result in an assumed acceptance.

Section 2. Election Procedure

- A. Voting will begin with the President position and roll down to Vice President, Treasurer, Secretary, and Historian in that order.
- B. Candidates who do not win for a particular position have the option to roll down and run for a following position.
- C. Voting for a particular position will begin with the incumbent briefly explaining that position's duties.
- D. Each candidate will be allotted five minutes for a speech. During this time, and following, other candidates will be outside of the room.
 - a. All paid audience members will have the opportunity to ask the candidate questions pertaining to his/her speech and platform for five minutes, with a possible extension of two minutes.
 - b. The candidate will then leave the room and the current executive and officer board will have a chance to speak regarding the candidate's abilities and past work.
 - c. Following, all paid audience members will be allowed to speak on behalf of the candidate. All deliberations will be allotted seven minutes, with a possible extension of two minutes. The above steps will be repeated for each remaining candidate.

Section 3. Voting Procedure

- A. Qualifications for voting are restricted to paid, active members of the organization. To be active is to have gone to at least two events that the organization has hosted.
- E. After each candidate has presented, voting will take place with these candidates outside of the room. Each eligible voter in the room will receive a slip of paper to write the name of the preferred candidate, or to abstain from voting. These slips will be counted and the candidate with the greatest number of votes (or a simple majority if there is only one candidate) will be selected.
- F. In case a simple majority has not been reached, deliberations will be reopened for one seven minute period, with a possible extension of two minutes. There will then be a second vote. If a simple majority still has not been reached, the Executive Board will decide on the best course of action.
- G. Voting members who arrive late to the election procedure will be ineligible to vote for that position.
- H. Nominees may request a re-vote if he/she feels there are any discrepancies.

ARTICLE 6: REVISIONS TO THE CONSTITUTION

Amendments and by-laws to the constitution may be proposed by any member in good standing.

Proposals must pass by a 2/3 majority vote of the members and be submitted in writing to the Secretary.