

The Constitution of the Korean Student Association

2018-2019

This document shall be the sole governing document of the Korean Student Association of Saint Louis University.

Korean Student Association

Constitution

We, the members of the Korean Student Association, to better serve our people, community, and fellow students, do hereby set forth the aims and objective of this organization and join to organize and establish the Korean Student Association at Saint Louis University.

Article I. General Provisions

Sec. 1 Name

- A. The official name of this organization shall be the Korean Student Association. For practical and convenient purposes, this may be shortened to KSA.

Sec. 2 Purpose

The goals and objectives of this organization shall include, but not limited to:

- A. Create a sense of cultural awareness.
- B. Advocate and educate about social and cultural issues in Korean and Korean American societies.
- C. Encourage and develop activities and events that promote important Korean values and traditions, and therefore contribute to the education, welfare, and growth of Korean and Korean American students.
- D. Encourage all members of the Saint Louis University Community to understand and explore their own ethnic background.
- E. Have and maintain KSA representation in all University committees

affecting Korean/Korean American welfare.

Sec. 3 Membership

A. General Membership:

1. Any member of the Saint Louis University Community can be a participating member of the Korean Student Association.

2. An active member shall encompass:

a. Attend meetings and events consistently, at least 3 events each semester.

b. Hold access to voting rights.

c. Must pay \$5 membership fee.

B. A quorum shall be established by the attendance of 1/2(half) of the active members and shall be necessary to accomplish election. In a unique case, a proposition may be made by any member and a second to alter this voting procedure.

C. Responsibilities:

1. The responsibilities of the Korean Student Association of Saint Louis University shall be to:

a. Hold elections open only to the active members of the Korean Student Association for all Korean Student Association executive board offices and representatives offices in other Saint Louis University organizations;

b. Call a general body meeting of all active members of the Korean Student Association at least twice each fall and spring semester;

c. Act as a collective Korean/Korean American voice on all matters

of interest in regards to Korean culture and community.

D. Authority

1. The Korean Student Association is a student organization chartered by the Student Government Association of Saint Louis University.
2. The Korean Student Association will derive its authority from all active members of the organization, and is subject to the limitations of this constitution.

Sec. 4 Executive Board Responsibilities and Offices

- A. The executive Board shall be comprised of ten members: President, Vice President, Secretary, Treasurer, Community Outreach Officer, Historian, Social Media Chair, Event Chair, and Senior Advisor.
- B. Every member of the executive board will be required to uphold and enforce the constitution, help with fundraising for the betterment of the organization, work to consistently promote Korean and Korean-American values throughout the University, and assist the President with the transition of new executive board members prior to the start of the following academic year.
- C. Executive Board Positions and Responsibilities:
 1. Duties and obligations of the standing executive board officer shall include:
 - a. Serve a yearlong term.
 - b. Shall attend all executive board meetings.
 - c. Shall attend all general body meetings and events, with exceptions being approved by the executive board.
 - d. Shall help set up and clean up for general body meetings

and events.

- e. Shall serve as representatives of the Korean Student Association at necessary leadership trainings, seminars, and workshops, including but not limited to: Leaders of the Pack and the monthly leadership trainings hosted by the Cross Cultural Center.
2. Official duties of the President shall be to:
- a. Serve as the official student representative and spokesperson for KSA, where such representation is appropriate.
 - b. Call for and preside over Executive Board's meeting to be held regularly during the academic calendar year. It is at the discretion of the executive board to alter the schedule.
 - c. Preside over the General Body Meetings.
 - d. Serve on or appoint someone to serve on any University committee as requested by that committee.
 - e. Assign approved projects to committees, either standing or temporary, for the purpose of completing such projects.
 - f. Vote where there is a tie regarding any issues brought to vote by the Executive Board.
 - g. Notify the Vice President two days prior to the case of absences.
 - h. Assume the duties of any executive board positions left vacant.
 - i. Complete and submit SLU Groups forms for events throughout the year.

3. Official duties of the Vice President shall be to:
 - a. Work with the Event Service to reserve and confirm spaces for events.
 - b. Discuss potential topics and finalize topics for Executive Board Meetings.
 - c. Preside over weekly club meetings in the absence of the president.
 - d. Watch over the committee system and assist committee chairs.
 - e. Collect reports of the committees and submit them to the secretary.
 - f. Assist the secretary when sending out weekly mail.
 - g. Become thoroughly acquainted with the president's duties so you can assist the president.

4. Official duties of the Secretary shall be to:
 - a. Send email reminders to subscribed members prior to General Body Meetings and events.
 - b. Work with President to communicate other events and information from/about partners, outside organizations, etc.
 - c. Send email updates and announcements from General Body Meetings and events.
 - d. Organize and maintain the membership address book on the Korean Student Association email account.
 - e. Make sure that Google Team Drive is organized and well maintained with Historian.

5. Official duties of the Treasurer shall be to:

- a. Work with Cross Cultural Center Advisor to complete contracts and/or additional documents for outside vendors, speakers, or services.
 - b. Adhere to the following steps when purchasing goods for the organization: reserve the purchase card from the Cross Cultural Center, create supplies list, coordinate the purchase (both online and offline), gather receipts, and complete necessary documentation (both for KSA and the CCC).
 - c. Be knowledgeable about all aspects of the budget, including but not limited to: spending, current balances, expenditures, and revenue.
 - d. Lead the planning process as outlined by SGA for the annual funding season including communicating with SGA assigned Funding Buddy and attending the Annual Funding Hearing.
6. Official duties of the Community Outreach Officer shall be to:
- a. Be knowledgeable about important social and cultural issues of Korean and Korean American communities, and bring such topics of discussion to executive board meetings.
 - b. Lead the discussions of social and cultural issues during general body meetings.
 - c. Reaching out to other people/groups for any exterior communications.
 - d. Attend Diversity Leadership Cabinet meetings.
 - d. Recruit and nurture new members at appropriate events of Saint Louis University, including but not limited to: New/Transfer/International Student Orientations and SLU Fair.
 - e. Organize and maintain the membership address book on the Korean

Student Association email account.

7. Official duties of the Historian shall be to:
 - a. Record all meetings and events of the Korean Student Association via photographs or videos, and publicize them through Facebook group/page and other social media posts.
 - b. Create, conduct, and organize the results of the semesterly feedback survey at the last general body meeting of each semester.
 - c. Keep a written record of the members present at general body meetings. Make sure that Google Team Drive is organized and well maintained with Secretary.

8. Official duties of the Social Media Chair shall be to:

- a. Post all events and other related information on both the SLU KSA page as well as the official current SLU KSA Facebook group.
- b. Create publicity for upcoming events, including but not limited to: flyers, banners, Facebook events, social media posts, etc.
- c. Promote and advertise events through email, social media, and newslink.
- d. Be responsible for any issues regarding online designs.
- e. Take care of electronics for all events.

9. Official duties of the Senior Advisor shall be to:

- a. Be knowledgeable about KSA.
- b. Give good advice.

9. Official duties of the Event Chair shall be to:

- a. Communicate with the President in regards to space reservations, potential events, speakers and performers, potential partnerships, and matters directly related to KSA.
- b. Serve as a liaison to nonSLU affiliated organizations, performers, groups, etc.
- c. Preside over any event committee meetings happening in 18-19 school year. Taking notes from every event meeting and handing them into Vice President.

Sec. 5 Faculty/Staff Advisor A. The duties and obligations of the Faculty/Staff Advisor shall encompass:

1. Be responsible for being informed of KSA events and activities.
2. Shall attend the first executive board meeting when available.
3. Shall advise and council when necessary, mainly through the biweekly meetings with the President.
4. Shall endorse authorized documents when required.
5. Assist in completing and submitting contracts and/or additional documents for outside vendors, speakers, or services.
6. The Faculty/Staff Advisor shall have no vote.

B. Preference for a Faculty/Staff Advisor shall be given to a university Faculty/Staff member, who supports the interest and ideas of KSA.

Article II. Chronology of General Body Meetings

A. Meetings shall follow this order:

1. The Historian shall keep a written record of the members present

during Open Forum and events.

2. Invited guests and speakers, if any, shall address the membership.
3. The President shall address and give an update on the old business, which means any unfinished projects or activities.
4. The executive board as a whole shall present updates and upcoming events or activities of KSA.
5. The President shall make any final announcements and open forum to the general membership.

B. Authorizations of Expenditures

1. Recommendations for expenditures may only be made by voting members.
2. All expenditures shall be approved by the executive board.

Article III. Election Procedures for all Executive Board Officers

Sec. 1 Election Eligibility

A. Candidates for office shall be self-nominated by submitting an application to the current executive board.

B. All persons running for an official position for KSA must have been an active member for minimum of one semester.

1. President

- a. A person running for the office of President of KSA must have previously served one full term on the Executive Board.
- b. If no candidate meets these criteria, any member of KSA may run for the office of President.

2. All other offices:

a. All active members will be eligible for candidacy.

Sec. 2 Candidacy Details

Any vacancies of elected positions shall be filled by a vote of the membership.

A. The Presidential and the Vice Presidential candidates may apply for another office besides the President and the Vice President as a backup.

a. The votes for the backup position will only count if the candidate does not win the office of their first choice.

B. All other candidates may apply for only one office.

C. The application packet shall be composed by the Executive Board and must be comprised of the following:

1. Officer positions and duties/requirements

2. Election procedures and rules

3. Biographical information

D. The application packet shall be available minimum of one (1) week prior to the date of election.

E. Any falsified information within a candidate's application forms shall be grounds for disqualification as determined by the Executive Board.

Sec. 4 Elections

A. Voting shall be by secret ballot, with majority of votes determining the officers for next term.

B. Elections shall be held the last meeting before March 1.

C. Term shall be one (1) year.

Sec. 5 Voting Eligibility

A. All active members are eligible to vote provided that:

a. They are registered Saint Louis University students.

Sec. 6 Ballot Counting

A. Only members of the Executive Board shall be present.

B. At least 2/3 of all members of the Executive Board must be present.

C. Counting must take place at one central location.

D. Ballots must be counted at least twice to ensure accurate results.

Sec. 7 Grievances

A. All grievances shall be submitted to the Executive Board in writing within twenty-four (24) hours of the alleged occurrence.

B. No grievances shall be accepted by the Executive Board beyond twentyfour (24)hours after the posting of the results.

Article IV. Removal of Officers

Sec. 1 Removal

A. In all situations, any person in an elected position threatened with probation and/or removal shall have an opportunity to present his/her defense to the executive board, faculty mentor and anyone else who may be necessary for the hearing.

1. Grounds for probation or removal include:
2. Abuse of office or privileges.

3. More than three (3) unexcused absences per semester.
4. Failure to adequately resolve conflicts of interest.

B. Probation

1. Probation shall be the removal from voting membership.
2. The length of probation shall be voted upon by the Executive Board.

C. Removal of a person in an elected position shall be accomplished by:

- a. Proposition by any member and a second to that proposal and a vote of removal by 2/3 (two thirds) of the quorum.

Sec. 2 Impeachment

A. Impeachment shall be the process of permanent termination of an officer through a “Judicial Trial.”

1. A judiciary committee must be established as need be to conduct the “Judicial Trial.”
2. A “Judicial Trial” can be prompted by a motion of any member of the Executive Board.
3. The motion must be based upon an infraction of the constitution and the duties wherein described.

Sec. 3 Resignation

A. In the event an officer feels he/she cannot adequately perform his/her duties, he/she should submit a letter of resignation to the Executive Board.

B. In the event that an officer resigns, the President shall nominate another individual to the office pending 2/3 approval of the General Body.

- i. In the event the President resigns, the Vice President shall become

President and nominate another executive member as the new Vice President.

Article V. KSA Constitution

Sec. 1 Adoption

A. Initial adoption of this Constitution for KSA shall be by a simple majority of the Executive Board.

B. This Constitution shall go into effect upon adoption.

Sec. 2 Amendment to the Constitution

A. Amendments to the Constitution shall be accomplished by:

1. Proposition by any voting member with a second, and a vote of amendment by $\frac{3}{4}$ (three fourths) of a quorum.

2. Unanimous vote by the executive board.

Sec. 3 Revision

A. The Executive Board shall review this Constitution every term.

B. Any changes to the name of the organization shall discontinue this constitution and lead to the creation of a new constitution and new organization.

Mission Statement

The Korean Student Association, KSA, is a nonprofit, nonreligious student organization that aims to introduce Korean culture for the Saint Louis University community. Through on-campus meetings and diverse events, KSA will host open discussion and a place to help the members learn further about the culture. We strive to celebrate diversity within our community by bringing in broader understanding of Korea.