**CONSTITUTION OF THE KOREAN UNDERGRADUATE STUDENT ASSOCIATION**

at the University of Florida

**PREAMBLE**

To provide an understanding of Korean culture, history, and society to UF students, as well as provide Korean students with mutual acceptance and friendship.

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization shall be the Korean Undergraduate Student Association, hereby referred to as KUSA. KUSA is affiliated with the Asian American Student Union (AASU).

**ARTICLE II. PURPOSE STATEMENT**

The purpose of KUSA is to provide an avenue for students with common interests in Korean culture to come together. KUSA serves as a cultural and social organization that acts as a resource to educate and promote the culture and history of Koreans and Korean Americans. The Korean Undergraduate Student Association strives to unite the Korean/Korean American community and promote the visibility of Koreans and Korean Americans on campus as well as in the greater society.

**ARTICLE III. COMPLIANCE STATEMENT**

Upon approval by the Department of Student Activities and Involvement, the Korean Undergraduate Student Union shall be a registered student organization at the University of Florida. The Korean Undergraduate Student Union shall comply with all local, state, and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

**ARTICLE IV. UNIVERSITY REGULATIONS**

*Section A. Non-Discrimination*

The Korean Undergraduate Student Association agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

*Section B. Sexual Harassment*

The Korean Undergraduate Student Association agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

*Section C. Hazing*

The Korean Undergraduate Student Association agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

*Section D. Responsibility to Report*

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If The Korean Undergraduate Student Association becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

*Section E. Officer Eligibility*

The Korean Undergraduate Student Association understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy.

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office, or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. STUDENT ORGANIZATION ADVISOR**

*Section A. Advisor Summary*

The advisor shall hold the responsibility to oversee the day-to-day functions and operations of the Korean Undergraduate Student Association, including the management of its finances, the selection of its members, and ensuring the organization adheres to University policies.

*Section B. Advisor Duties and Responsibilities*

1. The advisor shall meet regularly with the President of KUSA to discuss the status of the organization.
2. The advisor shall serve as a resource person and provide advisory support for the officers and members of the organization.
3. The advisor shall attend executive and general meetings, at their discretion. A minimum of one meeting a semester is required.

*Section C. Selection and Appointment Processes*

1. The term length for the advisor of the Korean Undergraduate Student Association shall be one year, from the last day of the spring semester to the last day of the following year’s spring semester. The advisor may be reappointed indefinitely once appointed.
2. The advisor for KUSA shall be appointed by the Executive Board with the approval of the Appointed Officers.
3. If the advisor for KUSA shall be replaced, the following process will be used:
	1. The Executive Board of KUSA shall research and identify potential advisors.
	2. The Executive Board of KUSA shall present advisor candidates to the Appointed Officers.
	3. The Executive Board and Appointed Officers shall vote to select the best advisor candidate.
		1. An advisor candidate must receive at least 1/2 of all votes of all voting members present.
		2. If no single advisor receives at least 1/2 of all votes, a runoff vote will commence between the two advisor candidates with the highest number of votes.
	4. The Executive Board will contact the advisor candidate and ask that they become the new advisor for KUSA.

**ARTICLE VII. OFFICERS**

*Section I. Board Structure*

1. The Board of KUSA shall be divided into two main groups
	1. The Executive Board
	2. The Appointed Officers
2. The board of KUSA shall receive their positions by:
	1. The Executive Board of KUSA shall receive their positions through elections.
		1. Elections shall be conducted according to the procedures laid out in Article VIII.
	2. The Appointed Officers of KUSA shall receive their positions through appointments from the Executive Board.
3. The term of office for each position on the Board shall be from the last day of the spring semester following elections to the last day of the following year’s spring semester.
	1. If someone receives a Board position in the middle of a term, their term shall last from the date of election or appointment until the last day of the following year’s spring semester.
4. All officers shall uphold the purpose of KUSA as outlined in Article II and support other officers in their duties and events to help fulfill this purpose.
	1. All officers are required to attend all meetings and events, unless sick or for personal reasons as decided by the Executive Board.
5. The quorum for a meeting of the full Board shall be more than half the number of total Board members.

*Section II. The Executive Board*

1. The Executive Board of KUSA shall consist of the following elected positions:
	1. President
	2. Internal Vice President
	3. External Vice President
	4. Treasurer
	5. Secretary
	6. Cultural Director
2. The quorum for conducting business as KUSA’s Executive Board shall be more than half the number of members of the KUSA Executive Board.
3. Executive Board officers may not hold another Executive Board position in any other student organization affiliated with the University of Florida while serving their term in KUSA.
4. There shall be only one position open for each executive board position unless active members vote to suspend this rule during elections by a 2/3 vote of all active members present.
5. The powers and duties of the Executive Board shall be as follows:
	1. The powers and duties of the President shall be:
		1. To preside over Executive Board, Board, and General Body meetings.
		2. To ensure KUSA maintains good standing with the University of Florida and AASU.
		3. To serve as parliamentarian and chair any amendment votes.
		4. To uphold this constitution.
		5. To reserve any rooms or facilities necessary for events or meetings.
		6. To delegate responsibilities to other officers of the Board.
		7. To plan the logistics of KUSA GBMs with the help of Board.
		8. To make any decisions for KUSA that require immediate attention.
		9. To oversee all officer and committee positions.
	2. The powers and duties of the Internal Vice President shall be:
		1. To assume the duties of the President in their absence.
		2. To manage all logistics of the KUSA Atlanta Trip.
		3. To open and close Appointed Officer applications as necessary.
		4. To oversee the Appointed Officer positions of Korean Language Program Chair.
		5. To oversee the Decorations Committee for shows.
	3. The powers and duties of the External Vice President shall be:
		1. To serve as the primary liaison to AASU, other organizations within AASU, and the larger university community.
		2. To attend all meetings of AASU and its sub-organizations on behalf of KUSA.
			1. If unable to attend a meeting, the External Vice President shall find another officer on the Board to go in their place.
		3. To oversee the Appointed Officer positions of Social Chair and Athletic Chair.
		4. To oversee the Skit Committee for shows.
	4. The powers and duties of the Treasurer shall be:
		1. To keep all financial records of KUSA.
		2. To handle all aspects of budgeting for KUSA, including monies allocated to KUSA by the University of Florida, Student Government, and from separate fundraising events.
		3. To complete and submit budget requests to Student Government for events in a timely manner to ensure funding.
		4. To oversee the Appointed Officer positions of Fundraising Chair.
	5. The powers and duties of the Secretary shall be:
		1. To take minutes at all general, Executive Board, and Board meetings, which they shall email to the Executive Board no later than 24 hours following the end of the meeting.
			1. This shall include PowerPoints for general body meetings.
		2. To decide active membership requirements with the help of the Executive Board and convey those requirements to the general body regularly.
			1. The standard membership requirements shall be attendance of 3 general body meetings and 2 events, not including Chuseok and Seollal Shows. This must be achieved in one UF calendar year beginning in summer semester and ending in spring semester.
		3. To oversee all membership processes, including attendance and recordkeeping, with the assistance of the Executive Board.
		4. To manage the KUSA listserv and handle all correspondence and e-mailing with members.
		5. To oversee the Appointed Officer positions of Publicity Chair and Historian.
	6. The powers and duties of the Cultural Director shall be:
		1. To ensure the cultural integrity of all events KUSA participates in.
		2. To organize KUSA’s annual cultural shows, Chuseok and Seollal.
		3. To coordinate performances for the fall and spring cultural shows.
		4. To oversee the Logistics Committee.
		5. To oversee the Appointed Officer positions of Performance Chair.

*Section III. The Appointed Officers*

1. The Appointed Officers of KUSA shall consist of the following elected positions:
	1. Fundraising Chair
	2. Publicity Chair
	3. Historian
	4. Social Chair
	5. Korean Language Program Chair
	6. Athletic Chair
	7. Performance Chair
2. The number of people for each Appointed Officer position during a typical year shall be as follows. This rule can be suspended by a 2/3 vote of the Executive Board when selecting Appointed Officer candidates.
	1. Fundraising Chair shall have 1 position.
	2. Publicity Chair shall have 2 positions.
	3. Historian shall have 2 positions.
	4. Social Chair shall have 1 position.
	5. Korean Language Program Chair shall have 2 positions.
	6. Athletic Chair shall have 2 positions.
	7. Performance Chair shall have 2 positions.
3. The powers and duties of the Appointed Chairs shall be as follows:
	1. The powers and duties of the Fundraising Chair shall be:
		1. To select an organization to fundraise for each academic year.
		2. To coordinate all fundraising events.
		3. To coordinate and complete sponsorship runs for shows and events with the help of the board.
		4. To report to the Treasurer.
	2. The powers and duties of the Publicity Chair shall be:
		1. To handle all KUSA social media presence.
		2. To manage the KUSA website.
		3. To organize and coordinate KUSA’s big-little program.
		4. To decorate and maintain the KUSA Display Board.
			1. This includes coordinating tabling.
		5. To report to the Secretary.
	3. The powers and duties of the Historian shall be:
		1. To document all KUSA events through photo and video records.
		2. To create all graphics for KUSA.
		3. To oversee products of the Multimedia Committee and relay them to the Board.
		4. To report to the Secretary.
		5. To oversee the Multimedia Committee.
	4. The powers and duties of the Social Chair shall be:
		1. To plan social events for KUSA.
		2. To coordinate the semi-formal and formal.
		3. To report to the External Vice President.
	5. The powers and duties of the Korean Language Program Chair shall be:
		1. To coordinate all aspects of the Korean Language Program, including
			1. Researching curriculum and lesson ideas.
			2. Requesting location reservations from the Secretary.
			3. Planning lessons and activities.
			4. Teaching the Korean Language program.
		2. To report to the Internal Vice President.
	6. The powers and duties of the Athletic Chair shall be:
		1. To coordinate all aspects of athletic events, including
			1. Gauging interest in sports teams from the General Body Members.
			2. Shall coordinate the enrollment of KUSA sports teams in UF Intramural Sports.
			3. Recruiting members for all sports and games.
			4. Attending all KUSA sports games.
			5. Planning other sport-related activities for general body members.
		2. To report to the External Vice President.
	7. The powers and duties of the Performance Chair shall be:
		1. To coordinate all aspects of KUSA dance performances, including:
			1. Recruiting choreographers for all dance performances.
			2. Planning practice times and locations with choreographers.
			3. Organizing and running practices during the week before show and on show day.
		2. To report to the Cultural Director.

*Section IV. Position Vacancies*

1. In the event of any vacancy, the President, Internal Vice President, or next highest elected position shall complete the duties of that position until it is filled.
2. In the event of an Executive Board vacancy, the President or next highest elected executive board position shall organize a Special Elections Meeting to elect this position.
	1. This meeting will follow the election procedures outlined in Article VIII.
		1. This meeting can happen immediately following a GBM in which an Executive Board member has been impeached as outlined in Article VII Section V.
	2. This rule can be suspended with a 2/3 vote of all active members present during elections, in which case the elected Executive Board members will be allowed to appoint the remaining Executive Board positions with a 3/4 vote of all elected Executive Board members.
3. In the event of an Appointed Officer position vacancy, the Executive Board will open applications for this position however they deem fit.

*Section V. Impeachment of Executive Board Members*

1. Any active member or officer may bring an Executive Board officer for impeachment.
2. Criteria for impeachment are as follows:
	1. Failure to fulfill the duties of office.
	2. Not treating the organization’s mission and/or members with due respect.
	3. Failure to comply with this constitution.
	4. Excessive or unnecessary absence from KUSA meetings for reasons deemed insufficient by the KUSA Executive Board.
3. Impeachment charges must be brought to the President or next highest Executive Board member at least a week prior to the next general body meeting. Impeachment charges must have the support of at least 1/2 of active members.
4. Impeachment charges must be presented to the officer being charged at least five days prior to the next general body meeting.
5. Following the next general body meeting, the Executive Board Member being charged shall be given a trial.
	1. The trial shall be chaired by the President or the next highest Executive Board position. The organization’s advisor, or a stand-in for the advisor, must be present to assist.
	2. The charges against the Executive Board Member shall be read to them.
	3. The Executive Board Member shall be given the chance to speak regarding the charges. This speech shall not last more than 5 minutes.
	4. Additional speeches may be given by members and officers at the discretion of the chair of the trial.
	5. A vote shall be taken by secret ballot of active members. This secret ballot shall be taken and counted by the chair of the trial, with the support of the advisor or stand-in.
6. If the Executive Board officer receives a 2/3 vote for impeachment following the secret ballot, they shall be removed from office, effective immediately.
	1. This vacancy in office can be filled immediately following this trial; see Article VII Section IV to fill this position.

*Section VI. Dismissal of Appointed Officers*

1. Any appointed position may be dismissed by a simple majority vote of the Executive Board.
2. The dismissal process for appointed positions is as follows:
	1. Warning - Issued by the President, or next highest-ranking officer, on behalf of a simple majority vote of the Executive Board.
	2. The officer will have a two-week warning period to change their attitude or actions. After two weeks, dismissal may proceed.
	3. Dismissal - Presented by the President, or next-highest ranking officer, on behalf of a simple majority vote of the Executive Board.

**ARTICLE VIII. ELECTIONS**

*Section I. Officer Eligibility*

1. Anyone intending to run for an elected position must be an active member as defined by the Secretary.
2. Active membership status must be provided to all general body members at least one week prior to elections.
	1. Active membership status may be contested and changed at the discretion of the Secretary with the support of the Executive Board.

*Section II.* Nomination Procedures.

1. Nominations for elected positions shall be taken prior to the election meeting (henceforth referred to as elections) and at elections.
2. Nominations will be recorded by the Secretary or by the Elections Committee.
3. Nominations that happen prior to the election meeting shall follow the following procedures:
	1. Nominees must be nominated by a member present and receive a second from another member present.
	2. Nominees may accept, reject, or tentatively accept their nomination.
		1. If a nominee is not present, they will automatically be set to a tentative acceptance and will be notified of their nomination as soon as possible.
		2. Nominees who have tentatively accepted may accept or reject their nomination at any time prior to elections.
	3. Nominees may change their acceptance to a rejection at any time.
	4. A nominee may not accept a nomination following their rejection of the nomination. They must be nominated again during elections.
4. Nominations that happen during elections shall follow the following procedures:
	1. Nominees must be nominated by an active member present and receive a second from another active member present.
	2. Nominations for each position will happen immediately before the election for that position begins.
	3. Nominees must accept or reject their nomination.
5. Nominees for the positions of President and Internal Vice President must have previously served for a full year term in office on KUSA’s Board.
	1. This rule may be suspended by a 2/3 vote of current Executive Board members on a case-by-case basis.

*Section III. Elections Timeline and Procedures*

1. Elections shall be held prior to the end of Spring Semester of each year.
2. All active members of KUSA shall have a right to one vote.
3. The current Executive Board will select an Elections Committee prior to elections.
	1. The Elections Committee will be comprised of three commissioners.
	2. Commissioners must have held a KUSA officer position or be an active member prior to elections.
	3. Commissioners are unable to run for office, vote, or participate in discussions outside of maintaining order.
	4. Commissioners supervise the electoral process, including facilitating discussions and counting of ballots.
	5. The Elections Committee will be approved by a simple majority vote of the current Executive Board.
4. Prior to any elected position beginning their election, any constitutional amendments will be made. This will follow proceedings outlined in Article XV.
5. Election for Executive Board positions will occur in the order of positions outlined in Article VII Section II Paragraph 1.
6. At the start of each position’s election, the candidates will be read out and confirm that they still intend to run.
	1. If a candidate no longer wishes to run, they can decline their nomination here.
	2. At the end of current candidates, a call for additional nominations must be made. This call will follow the rules outlined in Article VIII Section II Paragraph 4.
	3. If there are no candidates for a position, that position will fall to the end of the voting sequence and nominations will be called for again once all other positions have been voted on.
7. Following confirmation of candidates, the Elections Committee will take roll call of all active members present who are eligible to vote. Each active member eligible to vote will be given a ballot at this time and become a voting member for this election.
	1. If a voting member leaves the room at any point during an election, that voting member loses their status as a voting member and right to vote during that election period.
		1. The exception to this rule is for candidates in the current election.
8. Candidates will leave the room.
	1. Active members may no longer enter the room or become eligible to vote in the current election once candidates leave the room.
9. Candidates will be called back in a random order to present a speech.
	1. The length of the speech will be at the discretion of the Elections Committee not to exceed 2 minutes.
	2. Candidates may also have an additional 2 minutes to answer questions as decided by the Elections Committee.
		1. These 2 minutes must be given to all candidates if given to any candidate.
10. Following their speech, candidates will leave the room and pro-con discussion of the candidate will commence for no more than 5 minutes.
	1. A motion can be made to extend pro-con no more than two times.
11. Following pro-con discussion of a candidate, the next candidate will enter the room, and paragraphs 9 and 10 will repeat until all candidates have spoken.
12. Following all candidates speaking, general discussion will begin for 5 minutes.
	1. A motion can be made to extend general discussion no more than 5 times.
13. Following general discussion, candidates will be brought back in.
14. Votes will be cast by secret ballot by all voting members.
15. Once votes have been made, the elections committee will call the names of each voting member to come and cast their ballot.
	1. Should the number of votes cast exceed the number of voting members, the ballots shall be voided, and anyone who was declared a voting member who did not leave during that election shall be given a ballot. Continue proceedings from paragraph 14.
16. The Elections Committee will count the votes.
	1. The candidate who receives a simple majority of the votes will receive the officer position.
	2. If multiple candidates are running for a single officer position and no majority vote is reached, anyone who was declared a voting member who did not leave during that election shall be given a ballot. Voting will repeat for top candidates in an amount equal to the number of open positions plus one who received the most votes. Continue proceedings from paragraph 14.
	3. A recount of votes may be requested by any voting member at any time.
17. Repeat election proceedings from paragraph 6 for each remaining Executive Board position.

**ARTICLE IX. FINANCE**

The Korean Undergraduate Student Association will not collect any fees from its members. KUSA will request funding from Student Government and conduct independent fundraising efforts to raise money for its events and functions.

**ARTICLE X. DISSOLUTION OF ORGANIZATION**

*Section I. Organization Dissolution*

In the event that KUSA dissolves, all monies left in the treasury, after any outstanding debts and claims have been paid, shall be allotted to a non-profit/charity, chosen by a majority vote of the Executive Board.

*Section II. Separation from Presiding Organizations*

Upon a 2/3 vote of all active members present, KUSA may disassociate from the Asian American Student Union or any other presiding organization.

**ARTICLE XI. BYLAWS FOR THE KOREAN UNDERGRADUATE STUDENT ASSOCIATION**

The Korean Undergraduate Student Association may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the SAI constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the SAI approved constitution on file and SAI’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). The Korean Undergraduate Student Association agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any university of Florida student, faculty, or staff upon request.

**ARTICLE XII. AMENDMENTS TO CONSTITUTION**

1. Proposed amendments may be made by any general body member following their first full KUSA GBM.
2. Amendments must be presented to the President or highest-ranking Executive Board member in writing at least one week prior to the GBM it will be presented at.
3. The Secretary must decide temporary voting membership requirements for this amendment’s vote with the approval of the Executive Board.
4. Amendments will be presented at the next applicable general body meeting.
	1. The amendment must be read by the person who proposed it to the general body.
	2. The person who proposed the amendment may have time for discussion about what the amendment does and why it is important.
	3. The person who proposed the amendment must leave the room and discussion on the amendment will occur amongst general body members.
		1. Discussion will last for 5 minutes, with up to 2 to motions to extend this time.
	4. Following discussion, the person who proposed the amendment may return, and a vote will be taken by whatever method the chair deems appropriate that maintains secrecy.
5. For amendments to be approved and added to this constitution, they must receive a 2/3 favorable vote of all voting members.
6. All amended constitutions must be submitted directly to the Department of Student Activities and Involvement for review and approval.
	1. Submissions should be completed by the President within one week of the amendment’s approval.
7. This constitution shall replace and supersede all previous constitutions of the Korean Undergraduate Student Association.