Article One    NAME OF ORGANIZATION

- The name of the organization shall be Korean-American Student Association [KSA] of George Mason University.

Article Two    PURPOSE OF ORGANIZATION

- The purpose of this organization is to…
  - Outreach to society through different means of community service
  - Host events to raise awareness of local and global issues; act upon the awareness
  - Create the leaders of tomorrow
  - Spread awareness of the Korean culture by providing and establishing a common ground for Koreans and Non-Koreans alike
  - Help international students, including the Korean exchange students, find culture in America by facilitating the transition into the American education system and social lifestyle.

- The mission of the Korean-American Student Association is, by learning about the diverse Asian American culture at George Mason University [specifically Korean], to promote the Korean and American culture while building a positive community.

Article Three    MEMBERSHIP

- Membership in this organization will not be restricted on the basis of race, color, ethnicity, religion, national origin, physical or mental disability, sexual orientation, veteran status, gender identity, gender expression, sex or age.

- The qualifications for membership in this organization are as follows:
  - Must be currently enrolled at George Mason University
  - Must maintain a minimum cumulative Grade Point Average of 2.0 to maintain membership in KSA
  - Must be in good academic standing with George Mason University

- Types of membership
  - Active Students – Currently enrolled GMU Students who attend meetings.
    - Only active members may vote on matters directly affecting the organization and its functioning, including but not limited to elections, constitutional amendments, and other motions put forth in general body meetings
  - Associate – Members of the GMU faculty and staff, or students from other schools who express interest in attending general body meetings and events held by KSA
Honorary – Alumni or community members who express interest in attending general body meetings and events held by KSA

Article Four OFFICERS

- **SECTION 1 – LINE OF SUCCESSION**
  - The line of succession of the Executive Board Officers of the Korean-American Student Association shall be as follows:
    - President
    - Vice President
    - Secretary
    - Treasurer

- **SECTION 2 – REQUIREMENTS TO BE AN OFFICER**
  - All officers must have a cumulative grade point average of at least a 2.0 and in good academic standing with George Mason University.
  - People who are eligible to run for the position of President must be an experienced leader, nominated, recommended, or referred by a current officer. If recommended by general member, must be seconded by current officer.
  - All Executive Board Officers will be required to attend at least 8 events per semester to the best of their abilities. All Non-Executive Board Officers will be required to attend at least 6 events per semester to the best of their abilities.
  - Officers must attend Officer Meetings weekly.
  - Officer position and duties may be revoked if he/she fails to meet these requirements. Officers will be allotted 3 strikes per academic school year; however, this is subjective due to the nature of the wrongdoing.
    [refer to Article Four, Section Four]

- **SECTION 3 – TERM LIMITS**
  - The Executive Board members and Bujang Board members shall maintain office for one academic school year, two semesters.
  - Advisors and the President shall maintain in office until the Leadership Retreat of the following term in order to ensure smooth transition.
  - The new Executive Board Members, Bujang Board Members, and Board of Advisors will officially take office the first day of summer; however, they will meet prior to plan out the summer events.
  - During the grace period between summer and Leadership Retreat, the previous President will be known as Temporary Advisor.

- **SECTION 4 – IMPEACHMENT AND REMOVAL OF OFFICE**
  - If any officer or E-board member is not fulfilling his/her duties, they may be impeached by a 3/4 vote of the Association’s Officers and Executive Board after a formal discussion/review of performance at which he/she may choose to make a statement.

_Constitution, Korean-American Student Association [KSA], 2015._
A formal request form must be given to the advisor/president (if advisor is being reviewed). The advisor/president will then let that individual up for formal review know a week prior to his/her formal review.

**SECTION 5 – EXECUTIVE BOARD***

- **President:**
  - The duties of the President (symbolic head) of KSA are as follows…
    - Presides over the General Body Meetings (GBM) and delegate tasks to ensure the smooth running of the GBM and Officer Meetings.
    - Meets regularly with the faculty/staff advisor
    - Acts as the official spokesperson of KSA to the GMU community and must represent KSA both internally and externally.
    - Works with all the other universities in Virginia and the Metropolitan Area.
      - Within George Mason University, the President is in charge of working with other organizations.
    - Oversees the implementation of initiatives and delegate tasks
    - Oversees all organizational events

- **Vice President:**
  - The duties of the Vice President of KSA are as follows…
    - Presides over all Officer Board meetings
    - Presides over all GBM’s in the absence of the president
    - Runs the elections
    - Fulfills duties of a the acting Chairperson, in the event that any Chairperson is unable to complete his/her duties
    - Fulfills the responsibilities of the president in the event that the president is absent, removed, or is no longer able to perform the responsibilities of the office

- **Secretary [Head of Administration Committee]:**
  - The duties of the Secretary of KSA are as follows…
    - Records and archives meeting minutes for all Officer Board and GBM’s.
    - Organizes these notes and sends them out to the Officer Board
    - Records the number of members attending at meetings and events
    - Maintains an organized database of all members and contact information
    - Manages access to 25Live and booking spaces

- **Treasurer [Head of Fundraising Committee]:**
- The duties of the Treasurer of KSA are as follows…
  - Oversees all of the organization’s financial matters
  - Applies for funding from the Student Funding Board when necessary and in a timely manner
  - Reports to the president as well as the Executive Board about the state of the organization’s finances.

○ BOARD OF ADVISORS

- Alumni Advisor/Senior Advisor – The Board of Advisor(s) is responsible to ensure that the Korean-American Student Association functions properly and in accordance of the mission statement. They must always act as a third party and as a direct advisor to the President. Advisors act as mediators, act as Judging Committee, and act as a counselor to any officers or members of the general body. An Advisor does have the right to vote. An Advisor will lose all voting rights in the case of acting as a third party including in mediating or counseling situations. An Advisor must attend major events and major meetings. There can only be at most three advisors. In order to become an advisor, one must be at least going into his/her 4th year or older and must have at least 1 years worth of officer board experience. The Board of Advisors are chosen in collaboration with the current Board of Advisors, the current President, and the newly elected E-Board. This is to ensure that the Board of Advisor is within the best interest of KSA rather than just at the beckon of the President.

FACULTY ADVISOR/PROGRAM COORDINATOR

- The primary advisor/coordinator shall be a full time member of the faculty or staff at George Mason University.
- The Executive Board will select the advisor at a closed session.
- The advisor may be dismissed if he/she appears to be unfit for the position.
[refer to Article Four, Section Four]
- The advisor may offer guidance and support of our organization; however, does not possess the privilege of voting.

Article Five ELECTIONS

- Elections shall be held early in April; therefore, Officers will be in office for the Fall and Spring semesters of the following academic school year.
- Election process is susceptible to change at the discretion of the Vice President and the majority vote of the Executive Board.
- Nominating Procedures are as follows…
  - Nominations will be taken over the duration of one of the general body meetings
  - Any active general body member may nominate or be nominated for an Executive Board position.
o Nominations will be submitted within an open forum.
o After nomination, the nominee will publically state to the general body their qualifications for the corresponding position and if, whether or not, he/she accepts the nomination to pursue election to office.
o In order to complete a nomination for a position on E-Board, one must be nominated by either an active member or an officer, then must be seconded by both an active general body member and a current officer.
o Nominees for office shall present their views in an open forum in addition to responding to questions presented by members.
o Only 3 nominations will be accepted for each position; however, if there are more than 3 people running for a single position, there will be an interview process.
o People running for the position of President must-have past KSA officer position experience.

- Electoral Process:
o Members will vote using a secret ballot.
o The current Board of Advisor(s) will be responsible for tallying the votes; however, if a member of the Executive Board is re-nominated, he/she cannot be present at the time of tallying the votes.
o The nominee with the **majority, or 51%**, vote will be elected into office.
o In the unlikely event of a tie, the entire general body including the Executive Board will re-cast their ballots for one of the two nominees. Nominees may give a re-election speech.

- Additional Responsibilities and Duties
  o In order to ensure a smooth transition of Officers and Executive Board members, the outgoing Executive Board will organize a shadowing period in which the new officers are familiarized with protocol, procedures, and paperwork.
  o All officers and Executive Board will be required to create a specific plan for their position.

**Article Six IMPEACHMENT OR RESIGNATION**

- Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.
- Should members of KSA have documented reason that the impeachment of an officer is necessary, the members shall draft a petition for the removal of the individual in question which must be signed by a simple majority of the organization’s general body and presented at the next scheduled general body meeting. Upon presentation at the general body meeting, the petition will be put to a vote and must pass with a ¾ vote of the general body to take effect.

*Constitution, Korean-American Student Association [KSA], 2015.*
• They may be impeached by a 3/4 vote of the Association’s Officers and Executive Board after a formal discussion/review of performance at which he/she may choose to make a statement.
• A formal request form must be given to the advisor/president (if advisor is being reviewed). The advisor/president will then let that individual up for formal review know a week prior to his/her formal review.
• Should an officer believe that they are unable to perform the outlined duties of their position, they shall write a formal request to resign from their elected or appointed position which shall be sent to the executive board or highest ranking officer for review.
• Should the resignation or impeachment of an elected officer occur, an emergency election may take place if necessary. Nominations may be made from the floor, with nominees either accepting or regretting the nomination. Members of the general body will vote via ballot, which will be collected and counted. The nominee who receives the most votes will be instated into the vacated position.

Article Seven  MEETINGS
• Korean-American Student Association shall meet frequently during the semester.
• All Officer Meetings will occur weekly
• The Executive Chair [President] shall preside over Executive Board meetings.
• The Executive Board shall meet biweekly unless otherwise specified.
• The Vice President of KSA will preside over Officer meetings.
• In the event of a vote, a quorum of the majority of the Executive Board vote must be met.
• Special meetings will be called at the discretion of the Executive Chair [President].

Article Eight  AMENDMENTS
• In the event of proposing and approving amendments to the constitution, the Officers and Executive Board must notify the general body [via email]. Afterwards, the Officers and Executive Board will vote for changes in a closed forum with the Vice President as the tiebreaker.
• Student Involvement must review all amendments in the same manner as a completely new constitution.

Article Nine  COMMITTEES
• Annual Spring Culture Show
• Fundraiser/Marketing
• Semi-Formal Committee

Article Ten  RATIFICATION
• The Constitution will be ratified each year at the meeting immediately following the Constitution review meeting.
• The constitution will become effective upon approval by a 3/4 vote of the current Advisors, Executive Board, and Bujang Board. If the members of the current board are missing, their vote will count as abstain. In order to amend the constitution 3/4 of the officer’s team has to be present. Of those present, a 3/4 vote will be needed to amend the constitution.
• The constitution will become effective upon approval by a 3/4 vote of the officers, and a Student Involvement staff member.

Article Eleven Dates of Ratification
• Drafted by Daniel Kwon in 2009
• Edited under Daniel Kwon Administration: Fall 2010
• Ratified under Kwon/Moon Administration: Leadership Retreat 2011
• Ratified under Khursheed Administration: Leadership Retreat 2012
• Ratified under Lanham Administration: Fall 2013
• Ratified by Advisor Committee: Summer 2014
• Ratified under Luangraj Administration: February 23, 2015
• Ratified by Executive Board: May 29, 2015