

KOTX Constitution

Article I Name

The name of the student organization shall be KOTX.

Article II Purpose

The purpose of this organization shall be to provide a welcoming environment for all K-pop fans to cultivate a community to enrich the student experience.

Article III Non-Profit Statement

KOTX is a non-profit student organization registered with the University of California, San Diego.

Article IV Membership

Membership in the organization is open to any UCSD student or anyone above the age of 18 years old. All University of California, San Diego students will be eligible for membership regardless of race, color, national origin, creed, gender identity, religion, sex, mental or physical disabilities, age, medical condition, ancestry, ethnicity, marital status, citizenship, sexual orientation, military status, or socioeconomic status. Members, excluding staff members, will have to pay a membership fee, unless financially incapable, in order for the organization to provide member-oriented events and benefits.

Article V Meetings

General Body Meetings (GBMs) will occur once every academic quarter. Staff Meetings will occur weekly while the University is in session.

Article VI Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

For KOTX, "Staff" is used to refer to all those holding office, and "Staff Members" is used to refer to officers.

Section 1. The organization Staff shall consist of the following officers with their duties as follows:

- i. President(s)
 - a. The President(s) shall oversee the actions and progression of the organization.

- i. In the event where there is no president(s), the Council of Directors will assume all responsibilities of the president role. Refer to Article VI, Section 2 for the definition of Council of Directors.
- ii. Director of Finance
 - a. The Director of Finance shall oversee all financial affairs of the organization. The Director of Finance is charged with the responsibilities of tracking all transactions, creating and facilitating fundraisers, updating the roster of members, being a Signer and Authorized Representative of the KOTX bank account, and serving as the main contact for all fiscal affairs.
- iii. Director of Communications
 - a. The Director of Communications shall be in charge of all outreach for the organization. They manage all social media platforms as well as any sort of communications that extend beyond the organization.
- iv. Secretary
 - a. The Secretary shall be responsible for collecting attendance and recording notes at meetings, as well as updating weekly reminders for general staff members and duties. The officer should also be responsible for all organization TAP forms and room reservations.
- v. Director of Dance
 - a. The Dance Director shall be responsible for ensuring the smooth running of the dance coordinators. They will be in charge of making the schedule and confirming the logistics of practice rooms and times. They also have the authority to make the final decision when it comes to dance related issues. The Director shall uphold all the responsibilities of a general dance coordinator. In order to be eligible for the position, the potential candidate must have been a dance coordinator for at least one full term.
- vi. Dance Coordinators
 - a. Dance Coordinators shall be responsible for the dance team, which includes teaching workshops, holding office hours, and running practices. They are the first point of contact between dance team members and staff, and should uphold the KOTX mission at all times.
- vii. Director of Social
 - a. The Director of Social shall oversee all social events and Social Coordinators. They are responsible for the fair and reasonable delegation of tasks for arrangement of social events and should be able to fill in for any role, previously delegated or not, during a social event. They must communicate with the Director of Media for the creation of banners and other social event promotional materials, preferably two weeks in advance

of a given event. They must communicate with the Director of Communications for the purpose of social event promotion, at minimum one week in advance of a given event. They must communicate with the Director of Finance for the planning of events which require a budget. If input from the general staff body is needed for an event, the Director of Social must request this input or assistance a minimum of one week in advance of the event. They are responsible for the planning and organization of a weekly meeting or a meeting at least two weeks prior to each event, for the purpose of planning that event. They must take on all the regular duties of the Social Coordinators.

viii. Social Coordinators

- a. Social Coordinators shall plan social events for general members to participate in. They shall construct event itineraries, event descriptions, sign up forms, gather necessary supplies, and perform run throughs if necessary for a given event a minimum of one week prior to the date of the event. Social Coordinators must participate in the majority of social events. They are responsible for encouraging an inclusive community within KOTX, particularly at social events.

ix. Director of Media

- a. The Director of Media shall oversee all of media content and Media Moderators at all times. They must have a set schedule and assign projects fairly to the Media Moderators at all times. When asked for help by Media Moderators (technical skills and general actions), they must provide to the best of their abilities or transfer them to a person with more experience. They must communicate with the Director of Communications for video distribution on YouTube and Instagram. The Director of Media will also communicate with the Dance Director and Director of Social when banners are needed. Additional communication with the Dance Director about covers and dance practice videos are necessary. Hosting media meetings, at least once a month, is also necessary. Director of Media will also take on all regular duties of Media Moderators

x. Media Moderators

- a. Media Moderators shall create graphics, take photos, record and edit videos for the organization. Under the instructions of the Director of Media, the Media Moderators will complete the tasks assigned while contributing new and creative ideas to the organization's media aspect.

xi. Senior Advisor(s)

- a. The Senior Advisor(s) shall facilitate the smooth transition of power. This includes assisting in the training of their respective former committee to ensure that new staff can operate without them.
- b. The Senior Advisor(s) are still a part of staff and must continue to uphold all the responsibilities of a general staff member.

Section 2. The Directors of Dance, Social, Media, Finance, and Communications shall collectively be known as the Council of Directors.

Section 3. Staff terms last one year. Staff turnover begins in the winter quarter of the respective school year and ends the following spring quarter.

Section 4. Staff who are unexpectedly unable to complete the full one year term will be asked for their resignation and encouraged to reapply the following year. Staff who require a short-term leave of absence from their responsibilities may discuss with their respective Director and/or President(s). See Article VIII Section 4, Section 5, Section 6 for how to proceed following position vacancy.

Section 5. Staff taking a short-term leave of absence are expected to come back and continue their duties unless they choose to resign.

Section 6. Only members who have experience in KOTX Staff may apply for the position of President(s) and Dance Director. Experience in KOTX Staff is preferred, but not required for the positions of Social and Media Directors.

Section 7. No staff member shall hold two different positions simultaneously unless currently on probation for another position.

Section 8. A staff member may resign from their position after giving their written resignation to the President(s) and to their respective Director. A two week notice is preferable for resignation. The resignation will be effective after finishing all unfinished projects. Resignation does not disqualify re-application for the next staff cycle.

Article VII Risk Management

KOTX at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

KOTX at UCSD understands that the University does not assume legal liability for the actions of the organization.

Article VIII Professionalism

All staff members should be able to act accordingly and professionally in KOTX-affiliated events or settings. Staff must be able to show consideration and respect for others. Staff must also be able to keep their personal selves apart from their professional selves. Staff can hold other positions in other organizations, but must function as KOTX staff in KOTX-affiliated events or settings. The actions of staff should be in accordance with the Student Code of Conduct of the University of California, San Diego, along with KOTX's own core values (see KOTX Community Guidelines).

Article IX Selection and Appointment of Officers

Section 1. Selection of new Staff members must take place at least once per year.

Section 2. Staff positions will be available to anyone affiliated with KOTX. Applications shall be released winter quarter of the current school year. Interviews will then proceed and qualified applicants will be offered a probationary position on Staff that shall span at least one month. Current Staff members will then meet and deliberate to select staff for the upcoming term.

Section 3. Current staff with personal connections with the potential candidates are restricted from participating in the initial evaluation of the applicants. This includes the interview process. If necessary, such as if there are no other available staff to interview, then this may be circumvented.

Section 4. Existing Staff must reapply for another term. Those looking to stay within the same committee will not need an interview. Those looking to move committees or to apply for a Director position will need to go through interviews. All existing Staff with intentions of staying are subject to the same standards as the probationary Staff. A current Staff member who is applying for a new committee is not guaranteed their former position; it is at the discretion of their Director to re-accept them as a member of their original committee.

Section 5. In the event of a mid-term vacancy of a general staff member, from impeachment, resignation, or short-term leave of absence, the committee shall redistribute their responsibilities among the remaining staff members within that respective committee. If the committee and Director of that committee deem it necessary to recruit additional staff members, staff applications can occur.

Section 6. In the event of a mid-term vacancy of a Director, from impeachment or resignation then a general staff member shall be promoted to fill that vacancy. A new Director will be chosen by the collective decisions of the President(s) and the respective committees.

Section 7. In the event of a short-term leave of absence of a Director, a temporary Director will be appointed by the President(s) and the respective committee. When the original Director returns from their absence, the temporary Director must step down and return to their former staff duties.

Section 8. In the event that the President has been impeached or has resigned, two scenarios are possible: the Council of Directors can appoint a new President within themselves, or they can decide to collectively split the responsibilities of the President.

Section 9. In the event of a short-term leave of absence of the President, the Council of Directors will collectively split the responsibilities of the President. If there are two Presidents, the remaining President will assume all responsibilities of the Presidents.

Section 10. In the case that there are two existing Presidents and one is impeached or resigned from their position, the remaining President will become the sole President.

Article X Impeachment

Section 1. In the event that Staff members are unable to discharge their duties or are deemed unfit to serve, that Staff member is subject to impeachment. In the case that multiple Staff members are subject to impeachment, the members will go through the impeachment process individually. The Council of Directors will convene. The Secretary will serve as the impartial recorder of impeachment. During the hearing, the Secretary will act as the transcriber and share the notes to all Staff before all of the general Staff votes.

Section 2. The process of impeaching general Staff members is as follows:

- i. The Committee Director will issue a warning to their staff member if they see that their Staff member is neglecting their duties as Staff. The Committee Director will also report the incident to the President(s).
- ii. If that Staff member continues to neglect their duties, the President(s) will issue a second and FINAL warning to said Staff member.
- iii. In the event that a third offense is committed, a hearing will ensue in the audience of the President(s), the entire Council of Directors, and Secretary. After the

hearing, a vote will occur. If a simple majority ($>1/2$) of votes is moved to impeach the member, then the member is immediately dismissed.

Section 3. The process of impeaching Directors is as follows:

- i. The Staff member within that Director's committee will report the negligence of the Director to the President(s).
- ii. A warning will be given by the President(s).
- iii. In the event that a second offense is committed, a hearing with the Council of Directors, President(s), and Secretary will occur. At the hearing, a vote will occur; if a simple majority ($>1/2$) votes to move to impeach the Director, then the vote will then move to general staff members. A vote will occur with general staff members and if a supermajority ($2/3$) votes to impeach the Director, the Director will be dismissed immediately.

Section 4. The process of impeaching the President(s) is as follows:

- i. The Staff member beginning the motion will report the negligence of the President(s) to their respective Director.
- ii. A single warning will be given by the Council of Directors.
- iii. If the President(s) continues to neglect their duties, a hearing with the Council of Directors and Secretary will occur, led by the Director bringing forth the charge. At the hearing, a vote will occur; if a simple majority ($>1/2$) votes to move to impeach the President(s), the vote will then move to general staff members. A vote will occur with general staff members and if a supermajority ($2/3$) votes to impeach the President(s), the President(s) will be dismissed immediately.

Section 5. The process of the hearing for impeachment is as follows:

- i. A hearing will be called within a week of the decision to hold a hearing.
- ii. The hearing will consist of the President(s), the Council of Directors, the Secretary—to be the impartial party and transcriber—and the accused staff member.
- iii. After the hearing, everyone but the accused staff member will deliberate and vote on whether to dismiss the accused staff. [See Section 2, Section 3, and Section 4 for the required votes to dismiss a staff member.]
- iv. The accused staff will be notified of the decision, both verbally and in writing, and the appropriate actions will take place.

Section 6. The process of impeachment is subject to change depending on the severity of the action committed. If the action breaks the Student Code of Conduct, the accused staff will not receive any warnings and will proceed directly to a hearing.

Section 7. If a Staff member is removed from Staff, they are ineligible to hold another position on Staff. They are not banned from the organization as a general member. This condition is subject to change based on the severity of the offense committed.

Section 8. The President(s) may only vote in the event of a tie. If there are Co-Presidents, their collective vote counts as one vote.

Section 9. Extenuating Circumstances

- i. In the event that the secretary cannot be the impartial party, such as if they are the accused or if they are the accuser, the Council of Directors will appoint another member of staff to serve in that role.
- ii. In the event that a whole committee is accused, the Council of Directors, except the Director of the accused committee, will meet to discuss what further action to take.
- iii. In the event that there are Co-Presidents, and one party moves to impeach the other, then the Council of Directors will appoint a Director to bring forth the charge.

Article XI Committees

Section 1. The standing committees of this organization shall be: Internal, Dance, Media, Social.

Section 2. The duties of each of these standing committees shall be as follows:

- i. Internal
 - a. Internal committee shall oversee all internal and external affairs of KOTX.
- ii. Dance
 - a. Dance committee shall oversee all dance related affairs of KOTX.
- iii. Media
 - a. Media committee shall oversee all media affairs of KOTX.
- iv. Social
 - a. Social committee shall oversee all the official social affairs of KOTX.

Section 3. The following committees shall consist of the following members

- i. Internal: President(s), Director of Finance, Director of Communications, Secretary, Senior Advisor(s)
- ii. Dance: Dance Director, Dance Coordinators, Senior Advisor(s)
- iii. Social: Social Director, Social Coordinators, Senior Advisor(s)
- iv. Media: Media Director, Media Moderators, Senior Advisor(s)

Section 4. Each committee is guided by a Director. The Directors act as a formal point-of-contact between all committees and will be responsible for their respective committee. (See Article XII)

Article XII Committee Directors

Section 1. Every committee is managed by a designated Director. For the internal committee, the President(s) serve as the Director(s).

Section 2. Directors, aside from serving as a point-of-contact, will also be responsible for delegating work to other staff members within their committee, making the final call, writing status reports for meeting itineraries, and acting as the primary speakers during event summaries at staff meetings.

Section 3. Installation of Directors in a committee is for the sole purpose of organization. Directors should not hold power over their committee members, as all staff members should operate as equals.

Section 4. Directors will be responsible for mediating conflicts within their own committee. If necessary, the President(s) can become involved.

Section 5. Directors will serve on the Council of Directors. The Council shall act as the central executive of KOTX.

Section 6. At the end of every academic quarter, there should be a meeting of the Council of Directors in order to reflect on the past quarter and think about goals for the new academic quarter.

Section 7. If necessary, any Director can request to hold a meeting with the Council.

Article XIII Probation

Section 1. All probationary staff are to be treated fairly by existing staff. Current staff should not allow their preconceptions to affect their evaluation of probationary staff and should evaluate them objectively based on their performance during the probation period. Staff members are accountable for disclosing potential biases to fellow staff members so that appropriate weight can be applied to their professional evaluations.

Section 2. All work done by probationary staff should be done with integrity and individually unless otherwise specified. Only the help of their respective mentor is

permitted. Probationary staff who fail to follow these guidelines may be subject to disciplinary action by the respective Director.

Section 3. Existing staff are required to prepare appropriate tasks to evaluate probationary staff's performance. This process for each committee is up to the discretion of the respective Directors.

Section 4. Probation should span a minimum of a month, but can be extended (or vice versa) for all probationary staff at the discretion of the President(s).

Section 5. There is no maximum to how many staff applicants can partake in the probationary period. The amount is up to the discretion of the Directors. However, for each position in the Internal Committee, except for the President position, there should be at least two staff applicants accepted for probation.

Section 6. If a probationary staff member has to resign, they are still eligible to become a probationary staff member in the next Staff cycle.

Section 7. If a probationary staff member is not accepted to staff at the end of the probationary cycle, they are still eligible to become a probationary staff member in the next cycle.

Section 8. All content created during probation remains under the KOTX name.

Section 9. If a general member has a concern with any probationary staff member, please refer to Article XIV Section 4, part 6.

Article XIV Misconduct

This section is about misconduct for both staff and general members and what to do in those situations.

Section 1. Regarding general member misconduct, actions such as bullying, physical attacking, targeted discrimination of another member(s) within the community, going against UCSD's PACAOS ([Policies Applying to Campus Activities, Organizations and Students](#)), or going against [UCSD's Principles of Community](#) will not be tolerated. These policies apply to all KOTX events, including those hosted off-campus. Depending on the severity of the incident, KOTX Council of Directors will decide on appropriate action.

- i. If a member reports an incident about another member to a general staff member, that staff member needs to report it to a director.

- ii. The Council of Directors will decide the appropriate course of action. General staff members should not handle situations on their own.

Section 2. Misconduct during an event. If a member reports an incident of misconduct during an event to a staff member, the staff members that are in charge of the event do not have the responsibility of handling the incident. Instead they should pull focus away from the incident, and staff members who are not in charge should handle the situation instead.

Section 3. Person outside of KOTX reporting misconduct for a general member and staff.

- i. General Members. If there is a report about a general member for misconduct that is brought up to any staff members, then the Council of Directors will decide the appropriate course of action.
- ii. Staff. If there is a report about a staff member for misconduct that is brought up to any staff members, then the Council of Directors will decide the appropriate course of action. If a Director is the one in question, the Council of Directors will meet with them.

Section 4. Regarding staff members, which includes the Council of Directors, misconduct, refer to Article IX, Section 2 about the warning system in place for staff members.

- i. If a staff member were to arrive at either general staff meetings or committee meetings more than 30 minutes late on 3 occasions without informing their director beforehand, the staff member will be issued a warning.
- ii. If a staff member is more than 15 minutes late to an event that they are responsible for without informing their respective committee or team beforehand, they will be issued a warning.
- iii. Attendance to KOTX events is expected and required. All staff members are required to attend at least 60% of KOTX events (ones with an event page on Facebook) in one quarter except when in the case of extenuating circumstances. These could include illness, family emergencies, etc. In the event that a staff member has a scheduled midterm, class, job, etc. that conflicts with the event, they must inform their director at least 24 hours beforehand. Directors will keep track of the attendance of their respective committees. If a staff member violates this, they will be issued a warning.
- iv. Unexcused absences will not be tolerated. This will result in an automatic warning and a meeting with the respective director and a director from another committee. In the case of a director with an unexcused absence, the Council of Directors will meet with them to discuss their conduct.

- v. In the event that one general staff member reports another general staff member for misconduct, the directors of their respective committees will meet with each of them individually and then decide an appropriate course of action. If needed, the impeachment process may ensue.
- vi. If a general member reports a staff member for misconduct, the Council of Directors will meet to discuss the concern. The director of the staff member in question will discuss the incident with them and then reconvene with the Council of Directors to decide a course of action.
 - a. If a general member has a concern that is brought to a general staff member, that general staff member is responsible for letting a director know. They are not responsible for handling the situation on their own.

Article XV Amendments

Section 1. Amendments to this Constitution may be brought up by any Staff member. The Amendment will be presented to general Staff by the President(s) for a vote. A simple majority ($>1/2$) will approve the Amendment.

Section 2. Staff must be present in order to vote on the amendment. If a staff member is unable to attend for whatever reason, even digitally, they forfeit their vote.

Article XVI Ratification

This Constitution shall be established by a vote of a two-thirds majority of Staff. The Constitution becomes valid immediately after the vote takes place.

Article XVII Interpretation

The President(s) and Council of Directors have the sole authority to address any matters of protocol not defined in this Constitution.