

Korean Pop Motion

Constitution

2020 - 2021

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Ratified on: February 29, 2020

ARTICLE I - NAME AND PURPOSE

Section A: Name - The name of this student organization shall be Korean Pop Motion (KPM).

Section B: Purpose - The purpose of this organization shall be to promote Korean culture through dance within and outside of the Johns Hopkins University (JHU), as well as to build confidence, leadership, and team unity.

ARTICLE II - MEMBERSHIP

Section A: Eligibility and Audition

1. In accordance with JHU regulations, as a performing arts organization, KPM shall reserve the right to hold auditions and cut potential members on the basis of performances. Auditions shall evaluate candidates' accuracy of movements and artistic interpretation.
2. Auditions shall be open without regard to sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristic.
3. Membership invitations shall be sent out within 24 hours after audition. Those who receive membership invitations shall be eligible to become active members.
4. Acceptance of membership invitation shall indicate commitment to the organization and acceptance of all rules and regulations of the organization.
5. Whether auditions should be held shall be decided by the Board based on current team size at the beginning of each semester. Procedure of auditions and cutoff standards shall be decided by the Board if auditions were to be held.
6. Auditions shall be evaluated by all current members present during the audition process. Selections shall be conducted by a simple anonymous vote of hands, which shall be overseen by the President, to reach a two-third (2/3) majority of the group.

Section B: Status

1. All active members must be enrolled, full-time or part-time, at JHU. They may be affiliated with any division of JHU, and they may be undergraduate or graduate students.
2. If a member chooses to leave the group in a "Leave of Absence," that member shall notify the Board to discuss the duration and conditions of leave. Depending on circumstances, they might need to re-audition upon returning to the group. Failure to notify the Board might result in termination of membership.
3. If a member chooses to participate in a study abroad program for a semester or academic year, they shall notify the Board before the current semester ends, and they do not need to

re-audition upon returning to the group. Failure to notify the Board might result in termination of membership.

4. If a member chooses to leave the group and give up the membership mid-semester or between Fall and Spring semesters, that member shall notify the Board as soon as possible. Notice shall be given to the Board at least 4 weeks before a major performance (i.e. Fall showcase, Spring showcase) or immediately following a major performance.

ARTICLE III - BOARD

Section A: Officers - The Board shall consist of one President, one Vice President, one Secretary, one Treasurer, and one Marketing and Media Chair. Officers must fulfill their duties listed below unless otherwise specified.

Section B: Duties of Board Officers

1. President
 - a) The President shall supervise and oversee the organization's activities, and be the primary contact of the organization unless otherwise specified.
 - b) The President shall be responsible for initiating and or accepting invitations for collaborative projects and or events with other organizations within and outside of JHU.
 - c) The President shall communicate with school directors for practice arrangements and or showcase management, and shall attend all relevant meetings.
 - d) The President shall serve as the presiding officer at all team meetings and shall have the authority to call unscheduled meetings that they deem appropriate.
 - e) The President shall set the agenda for and preside over all Board meetings, and shall delegate tasks to other Board officers for relevant events including but not limited to practices, showcase, audition, and social events.
 - f) The President shall communicate with Team Leaders regarding any issues within the team or suggestions to further improve the quality of performances.
 - g) In the scenario of a tie, the President shall cast the deciding vote.
2. Vice President
 - a) The Vice President shall be responsible for program planning and execution.
 - b) In the event that the President is absent and or unavailable, the Vice President shall have the authority to carry out the President's duties.
 - c) The Vice President shall be the secondary contact of KPM unless otherwise specified.
 - d) The Vice President shall select and register for competitions and make relevant travel arrangements.
 - e) The Vice President shall make general announcements and reminders to keep members updated regarding practice and performance schedules.

- f) The Vice President shall reserve rooms and spaces for practices and events.
- 3. Secretary
 - a) The Secretary shall arrange schedules for team practices and organize social events for team bonding.
 - b) The Secretary shall maintain and organize the organization's Google Drive and all other relevant files (i.e. templates, forms, Constitution, receipts, logo) for future reference.
 - c) The Secretary shall enforce attendance policy and keep attendance records.
 - d) The Secretary shall record the minutes of all Board meetings.
 - e) The Secretary shall assist the Vice President in program planning and space reservations.
- 4. Treasurer
 - a) The Treasurer shall keep track of team finances and expenses, and document monthly financial summaries.
 - b) The Treasurer shall prepare and submit budget proposals, process reimbursements, deposit and transfer funds, purchase organization supplies, and arrange funding for team bonding activities and competitions.
 - c) The Treasurer shall attend financial meetings and complete relevant trainings required by JHU.
 - d) The Treasurer shall collect relevant information (such as size for merchandise) from members when necessary.
 - e) The Treasurer shall propose and organize fundraisers depending on the financial state of the organization.
- 5. Marketing and Media Chair
 - a) The Marketing and Media Chair shall make and distribute marketing materials, such as cover photos, profile pictures, flyers, and social media posts.
 - b) The Marketing and Media Chair shall update all KPM social media platforms regularly.
 - c) The Marketing and Media Chair shall be in charge of arranging photoshoots and other activities for promotion of the organization.
 - d) The Marketing and Media Chair shall be in charge of filming and editing videos for the organization.
 - e) In the event of collaborative projects with other organizations, the Marketing and Media Chair shall coordinate with those organizations and create joint marketing plans.

Section C: Eligibility

- 1. In accordance with JHU regulations, officers of undergraduate student organizations must be enrolled in the Krieger School of Arts and Sciences or the Whiting School of Engineering. Officers must be in good standing with JHU, with a cumulative grade point

average of 2.0 or above and must be enrolled in at least 6 credit hours. Prospective officers must be in good standing prior to running for office and must maintain that good standing throughout their term of office.

2. Past Board officers may run for reelection for their position or run for another position without limitations on term repetition.
3. The President must be a member who has previously served as a KPM Board officer for at least a term.

Section D: Term - The regular length of terms of office for all Board officers shall be one academic year, defined by the team's performance calendar.

Section E: Election

1. At the close of an academic year, the organization shall hold a general election among all active members in order to elect Board officers for the next academic year.
2. The election shall be conducted by anonymous votes, and it shall be overseen by the President. Each active member shall cast one vote for each position.
 - a) Attendance for Board election is mandatory for all active members unless with an excused reason. Members who are absent shall not participate in the election.
 - b) Candidates running for a position shall not vote for that position.
 - c) Those who plan on leaving the organization for the next academic year shall be allowed to participate in the deliberation; their voting weight shall be decided by the rest of the organization.
3. Online nomination shall start 2 weeks prior to the election date and shall be closed 1 week prior to the election date. All active members shall be able to nominate themselves and or others anonymously.
4. Members who are nominated shall be notified via email after the poll is closed to accept or decline their nomination(s). Members who accept their nomination(s) shall prepare a 2-minute-long speech to deliver on election day.
5. The election shall proceed in the order of positions of President, Vice President, Secretary, Treasurer, and Marketing and Media Chair. Nominated members shall be allowed to run for multiple positions but no member shall occupy more than one Board position in the same academic year. Nominations shall drop down in the above order for members who are nominated for multiple positions.
6. Majority Rule
 - a) If no nominee gets the two-third (2/3) majority vote when there are more than 3 candidates running, a revote shall be conducted between 2 members who received the most votes.
 - b) If no nominee gets the majority vote when there are 2 candidates running, deliberation and voting shall repeat until one nominee gets the majority vote.

7. The new Board shall be informed of the responsibilities of their respective positions by the previous Board.

Section F: Vacancy

1. If and when a Board position is vacant, other Board officers shall distribute and fulfill the duties of the vacant position.
2. If and when two or more Board positions become vacant, a special meeting of all KPM members shall be conducted to discuss a possible new election within 1 week of when the second vacancy occurs.

Section G: Impeachment

1. A Board officer shall be subject of impeachment when 3 or more Board officers unanimously propose impeachment to all KPM members through a written memorandum.
2. A special meeting shall be called within 1 week to discuss the memorandum.
 - a) The Board officer in question shall be suspended from the Board but not from the organization between when the memorandum was released and when the meeting occurs.
 - b) The Board officer in question shall have the opportunity to speak to all members at the meeting.
3. Open discussion followed by an anonymous vote shall be conducted at the meeting; A three-fourth (3/4) majority must be reached in order to impeach the Board member in question. The Board member in question shall then be removed from the Board but not from the organization.

ARTICLE IV - RIGHTS AND RESPONSIBILITIES

Section A: Rights - Rights of KPM membership include enjoying the opportunity to perform and compete with the organization on and off campus, learning new styles of dance, and having the chance to creatively contribute to performances. Members are also able to bond as a smaller interest group within the greater JHU community.

1. General Body Meeting (GBM)
 - a) GBM shall be held on the last Saturday of each month, if no announcement is made stating otherwise. The main purpose of a GBM shall be song selection for the following month as well as making announcements.
 - b) Unexcused failure to attend a GBM shall automatically forfeit that member's right to choose a song for the following month and their right to vote on issues discussed during the GBM.
2. Team leader(s) shall be nominated prior to GBM and shall be finalized by all members of the song when a song is set. Responsibilities of team leader(s) include but not limited to:

- a) Decide whether to hold auditions or remake formations when there are more than enough members in the song, or when there is a conflict in picking dance parts.
- b) Become familiar with choreography and formations prior to each practice and be able to lead each practice.
- c) Make sure the team finishes choreography and formations within the given time period.
- d) Clean both choreography and formations prior to performances.
- e) Ensure team members submit purchase requests on time to the Treasurer.

Section 2. Responsibilities - Members are expected to demonstrate commitment to the group and show respect for other members, as well as to cooperate in managing and running the organization by actively participating in group events.

1. All members must attend assigned weekly practices on time and learn assigned choreography prior to each practice. Members must also attend monthly GBM and scheduled performances. Membership shall be revoked due to a repeated failure to attend scheduled practices and or rehearsals on time.
2. Arriving more than five (5) minutes late to any practice, rehearsal, meeting, and performance call time, or leaving more than 10 minutes early from any practice, rehearsal, and meeting without notifying the Board with an excused reason shall be marked as tardy.
 - a) Three (3) unexcused tardy shall be equivalent to one (1) unexcused absence.
 - b) Members with three (3) or more unexcused tardy in a month shall not nominate songs and will be processed last in song selection for the following month.
 - c) 30 seconds of planks or crunches or push-ups per person per one (1) minute late shall be done on the arrival of the late person
3. An absence shall be excused when related to medical or family emergencies, as well as circumstances considered outside the member's control.
 - a) Notice of absence or tardy shall be given to the Secretary at least one (1) hour before the scheduled event.
 - b) In the event of emergencies, the notice shall be given at the member's earliest convenience.
 - c) The Board shall exercise discretion in deciding whether or not an absence or tardy is considered excused or unexcused.
 - d) Examples of unexcused absences shall include: not notifying the Board prior to an absence; social events such as parties, formals, and concerts; homework or studying for an exam.
4. Three (3) unexcused absences shall result in probation, the duration and conditions of which shall depend on the Board's discretion. Repeated unexcused tardy or absences during probation shall result in a Board meeting to discuss dismissal of the individual in question. To rejoin the team, the individual must re-audition.

5. Members shall be present for the entirety of the practice throughout the semester unless there are extenuating circumstances. Members shall notify the Board if there are long term schedule conflicts.
6. Additional practices shall be organized when needed. Team leader(s) shall be able to call for practice sessions outside of those regularly scheduled, although attendance shall not be mandatory and members shall not be penalized if they cannot meet these extra requests. All extra practices during the week prior to a major performance (i.e. Fall showcase, Spring showcase) are mandatory.
7. Members shall regard any information discussed in auditions for KPM, auditions for a song, and the deliberation process during Board elections as confidential. Members shall not disclose and or discuss such information with other KPM members and or non-KPM personnel.
8. Members shall be properly dressed and prepared for practices, rehearsals, and performances. Those who appear under the influence of any substances including but not limited to alcohol and drugs shall be dismissed from practice, and that practice shall count as an unexcused absence. The Board shall exercise discretion in determining whether a member is unfit to practice or perform.

ARTICLE IV - RATIFICATION AND AMENDMENTS

Section A: Ratification - This Constitution shall be established by a two-thirds (2/3) majority of all current KPM members.

Section B: Amendments

1. The Board shall have the responsibility to initiate Constitution revisions at its discretion at the start of each academic year to ensure the Constitution stays relevant.
2. Any member of the organization shall be able to propose amendments to the Constitution at any point during the academic year.
3. Amendments to the Constitution shall be proposed prior to any GBM through electronic or personal means, by any KPM member to the Board. The Board shall have the responsibility to present received amendment proposals to all members.
4. Amendments shall be made to better fit and reflect the current needs of the organization.
5. Open discussion followed by a vote of hands shall be conducted at the following GBM after proposals are received; A two-third (2/3) majority must be reached in order to adopt an amendment.