

Title

Constitution of Korean Undergraduate Research group for Professional Certifications for Kelley

Preamble

We, Korean Undergraduate Research group for Professional Certifications for Kelley (KURC), provides an opportunity for Korean business students to connect with each other and to work collaboratively to research on Professional Certifications, Certified Exams and Licenses that are related to majors in Kelley School of Business. KURC hopes to serve and engage the wider Kelley community by presenting research findings through information sessions and documents.

Article I: Membership

Korean Undergraduate Research group for Professional Certifications for Kelley allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

KURC will not have any limitations of membership other than candidate's interest toward our group. We will consist of two different classes of membership: Executive Board and Members.

The Executive Board will have all decision rights except for selecting the President and Vice President. All members will have the right to select the President and Vice President.

Requirements for Executive Board members will be explained in Article III.

Selection processes for KURC are the following:

1. Application form

KURC requires an application form from each candidate. The candidate must have minimum cumulative overall GPA of 3.0. The Executive Board will select candidates for the next interview process. The Executive Board will notify the candidates who are eligible for the interview through email or preferred contact method.

2. Interview

All Executive Board members will interview the selected candidates. After the interview, the Executive Board members will have a meeting for the final selection of new members. The Executive Board members will look for the following values: passion, interest, and attitude. The final decision will be made and notified within seven days.

Revocation Process

Once a member acts against the “Code of Student Rights, Responsibilities, and Conduct” will result in an immediate Executive Board meeting for revocation. Two-thirds of the Executive Board members must be present, and the member will be revoked if the vote results in more than 51%.

Article II: University Compliance

Korean Undergraduate Research group for Professional Certifications for Kelley shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

President

The President will attend all external events as the representative of KURC. He or she will lead all weekly and Executive Board meetings. He or she will represent the KURC's official email.

The President serves as a delegate to the Kelley Student Government.

Vice President

The Vice President will perform the duties of the President in his or her absence or disability. He or she will be responsible for all the internal activities. He or she will keep full and accurate records of all proceedings of KURC and the Executive Board. He or she will maintain a relationship with the advisors.

Treasurer

The Treasurer will prepare an operating budget at the beginning of each semester. The duties of this position will be explained in Article VIII and IX.

Chief of Data

The Chief of Data will organize and allocate previously researched data to each member and general public. He or she is in charge of any updates on the previous researched data.

Chief of Research

The Chief of Research will be in charge of planning and allocating research about Certified Exams and Licenses to each member. He or she will analyze and send the researched work to the data management team.

Chief of Staff

The Chief of Staff will serve as a liaison between Executive Board and members. He or she will be in charge of having 1:1 meetings with each member to enhance the group's working environment and relationship. He or she will build and maintain a relationship with the new members. He or she will record attendance at the weekly meetings. He or she will send mass emails to all members regarding announcements and updates.

All Executive Board members will be responsible for the following:

- Attend weekly and Executive Board meetings
- Maintain relationship with KURC members
- Set organization's goals, including short and long-term
- Develop weekly meeting agenda
- Respond to emails within 24 hours

President and Vice President Selection Process:

The executive candidate must have a minimum cumulative overall GPA of 3.0 and served for the organization at least one semester. There will be a required application and each potential candidate will have an opportunity to appeal to all members, followed by a transparent voting process. All current members will have the voting right, and the voting will be held by the newly selected Chief of Staff. New President and Vice President will be announced right after the voting process. Two-thirds of all members must be present, and new President and Vice President will be selected based on majority vote.

Chief Selection Process:

The Executive Board members shall serve at least two consecutive semesters. Current Executive Board members will assign the next executive board members (Chief of Data Management, Chief of Research, Chief of Staff). Two-thirds of the previous Executive Board members must be present, and the new members will be selected if the vote results in more than 51%.

Executive Board Member Vacancy:

In case of vacancy, there will be immediate Executive Board member meeting to replace or take over the vacant position depending on the situation.

Executive Board Member Revocation Process:

Once an Executive Board member acts against the “Code of Student Rights, Responsibilities, and Conduct”, current Executive Board members will hold an immediate revocation meeting.

The revocation process will be same as written in Article I.

Article IV: Advisor

Advisor Responsibilities:

The Executive Board member should select KURC’s advisors. Advisor should attend at least two weekly meetings or events per semester. He or she should proofread researched work before information sessions. Advisor should serve at least two semesters with no maximum years of service. Advisor may recommend next advisor when he or she wants to resign. KURC will allow more than one advisor.

Article V: Meetings

KURC will have regular periodic meetings. We will have the Executive Board meeting, which will be held when necessary. All Executive Board members have the authority to call the

Executive Board meeting. Chief of Staff will advertise both meetings and record their attendance.

The President will set the agenda for the weekly meetings. If a member is absent more than two times without a valid reason or prior notice, he or she will be called to Executive Board meeting for revocation. The Vice President will have authority to call Executive Board meeting for revocation.

Article VI: Elections

KURC will have our Presidential Election once a year in April. Election information will be announced at least a month before to all KURC members via email. Each member will have his or her voting rights to vote for KURC's President and Vice President. The voting will be a secret ballot, and two-thirds of all members must be present, and new President and Vice President will be selected based on majority vote.

Chief Selection Process:

The Executive Board members shall serve at least two consecutive semesters. Current Executive Board members will assign the next executive board members (Chief of Data Management, Chief of Research, Chief of Staff). Two-thirds of the previous Executive Board members must be present, and the new members will be selected if the vote results in more than 51%.

Article VII: Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article VIII: Dues & Budgets

There will be no general membership dues. Members are expected to contribute pro rata to cover costs associated with official social events. The Treasurer is responsible for collecting contributions. Only the Treasurer has the right to collect special fees and make the deadline for the payments. Treasurer will provide an expense report to all members after every event.

Article IX: Finances

Treasurer will be in charge of any financial affairs within the organization. KURC will apply for Student Organization Accounts and fully comply with Student Organization Accounts office policies and procedures.

Article X: Personal Gain Clause

Korean Undergraduate Research group for Professional Certifications for Kelley, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization.

Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Article XI: Amendments

Eligible voting members will be notified of any proposed amendments or votes by the Vice President. Two-thirds of the Executive Board members must be present to vote on an amendment. The amendment will be accepted if the vote results in more than 51% of the Executive Board.