

Article III. Duties of Elected Officers

Section 1. The President shall preside at the Annual Business Meeting, shall be the convener of the Council, and shall be responsible for promoting relationships with other organizations. The President shall also be an exofficio member of all committees formed within KOTESOL. The First and Second Vice-Presidents shall cooperate to reflect the intercultural dimension of KOTESOL.

Section 2. The First Vice-President shall assist the President in his or her duties and work with the Chapters through their Council representatives to assist them in their business. The First Vice-President shall also undertake such other responsibilities as the President may delegate.

Section 3. The Second Vice-President shall organize the Annual Leadership Retreat, **and** oversee and assist the Special Interest Groups (SIGs) ~~oversee the Korea Teacher Trainer (KTT) program and its finances, and serve as the KTT liaison to Council~~. The Second Vice-President shall also undertake such other responsibilities as the President may delegate.

Section 4. The Secretary shall keep minutes of all KOTESOL meetings and decisions, including those done electronically, and ensure that the minutes are published on the KOTESOL website. The Secretary shall also archive, safeguard and make available, as needed, all the official records of KOTESOL, including the Policy Manual, which should be kept up-to-date and disseminated to all members of Council at the start of each year. At the completion of the term of office, the Secretary shall pass on all documents to the incoming Secretary.

Section 5. The Treasurer shall act as a fiduciary for the financial affairs of KOTESOL, keep appropriate bank accounts in the name of KOTESOL maintain accurate records of the finances of the organization, maintain a list of KOTESOL members, prepare the annual operating budget and manage all funds belonging to KOTESOL in an open and accountable manner.

Section 6. The Nominations and Elections Chair shall act as the Chief Returning Officer of KOTESOL ~~and~~ chair the Nominations and Elections Committee, **and be responsible for creating a clear set of elections procedures, guidelines and/or rules that are made known to the membership through appropriate media no later than 30 days before the commencement of the election period.**

Section 7. The International Conference Chair shall organize all aspects of the International Conference and report to Council about the same, including the appointment of a conference committee, recommending a venue for approval by Council, creating an event budget for approval by Council, making regular reports to Council and providing a final report within thirty (30) days of the completion of the International Conference briefing Council on the success of the event, advising of any problems encountered and making recommendations for the following year.

Section 8. The International Conference Co-chair shall assist the International Conference Chair in all of his or her duties in order to gain insight and experience to successfully organize the following International Conference.

Section 9. The Past President shall cooperate with the incoming President to facilitate a smooth leadership transition, and provide advice and continuity to the organization on Council and Committee affairs.

Amend Section 3 removing the reference to The KTT which will become a standing committee in its own right under a subsequent proposed section. Amend section 6 to explicitly detail the duties of N&E chair in effort to increase transparency and clearly define expectations of the position.

The individuals named below, being members of KoreaTESOL in good standing, hereby endorse the above proposed amendment to the KOTESOL Bylaws.

1. **Stafford Lumsden** - *President, Seoul KOTESOL*
2. **HweaRyeon (Madison) Han** – *Member, Seoul KOTESOL*
3. **Bruce Wakefield** – *Immediate Past President, Seoul KOTESOL*
4. **Phil Owen** – *Jeonju-North Jeolla KOTESOL*
5. **Julien McNulty** – *Gwangju KOTESOL*

Article IV. The Council.

Section 1. The responsibilities of the Council shall include, but not be limited to:

Subsection a. Approval of the annual operating budget;

Subsection b. Approval of all appointments to committee chairs;

Subsection c. Ensuring that the elected officers and members of the National Council perform their duties as required by the Constitution, Bylaws, and policies of the organization.

Section 2. All members of the Council must be members in good standing of KOTESOL.

Section 3. Any members seeking nomination for an elected position on the Council must have been a member in good standing for at least the 12 full months immediately prior to the time of seeking nomination; except that all candidates for election to President must have been a KOTESOL member for the previous two years, and must be a current member of TESOL at the time of nomination and throughout the term as President.

Section 4. Any elected or appointed member of the Council may be removed from office through impeachment, which must be based on a failure to properly conduct the affairs of their elected/appointed office. Impeachment shall require a three-fourths (3/4) majority of voting members on the Council, regardless of present attendance.

Section 5. A majority of the Council members that are eligible to vote (both appointed and elected) shall constitute a quorum for conducting business. Council members shall be allowed to appoint a qualified substitute, who shall be allowed to vote at the meeting. Substitutes must be officially declared to the President before the commencement of the meeting. **A member of council may only declare one substitute regardless of how many positions on the council he or she holds and cannot declare a substitute for any position if he or she is present at a meeting of the National Council.**

Section 6. Each person on Council shall have only one (1) vote on any issue brought before the Council, regardless of whether he or she holds multiple positions entitling a vote.

Amend Section 5 to prevent council members who hold more than one position from “stacking” the vote. Clarify that they are entitled to only one substitute regardless of how many positions they hold. Clarify that they are entitled to no substitutes if they are present at a meeting.

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Article V. Committees of the Council

Section 1. The Council may establish standing committees as needed to carry out the business of KOTESOL.

Section 2. There shall be a standing Publications Committee responsible for dissemination of information via all official publications.

Section 3. There shall be a standing International Conference Committee responsible for planning and developing the International Conference. The International Conference Committee Co-chair shall be elected in the general elections each year. This person shall serve as Co-chair of the International Conference Committee for the first year of the term. In the second year of the term, the Co-chair shall become the Chair of the International Conference Committee.

Section 4. There shall be a standing Nominations and Elections Committee responsible for managing all aspects of the election, including submitting a complete slate of candidates to fill the respective positions of KOTESOL. The Chair of this Committee shall be elected by a majority vote of the members casting their vote in the general elections.

Section 5. There shall be a standing Membership Committee responsible for developing recruitment strategies for new members and providing existing members with value-added service to retain their membership.

Section 6. There shall be a standing Financial Affairs Committee responsible for overseeing the financial affairs of the organization and making recommendations about the same.

Section 7 There shall be a standing Korea Teacher Training Program Committee responsible for ongoing development of a KOTESOL approved teacher training program, establishing and administering a database of KOTESOL approved teacher trainers drawn from the membership and liaising with various institutions and organizations as appropriate to deliver training seminars, presentations, workshops and the like.

~~Section 7~~ Section 8. The Council or President may establish ad hoc committees as needed to carry out the business of KOTESOL

~~Section 8~~Section 9. The Council may dissolve any committee, standing or ad hoc, if the need for the committee no longer exists or the mandate of the committee has been completed.

Add new section 7 establishing a standing KTT committee and defining its duties. Renumber sections 8 and 9 as appropriate

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Article VII. Elections.

Section 1. All elected positions shall be elected by a majority vote in the general elections of KOTESOL, where majority vote is defined as a simple plurality of the votes cast.

Section 2. No candidate for a position on Council shall be elected who fails to receive at least twenty-five percent (25%) of all votes cast for that position, and at least 25% of total votes cast must be cast for this position. Where no candidate meets this requirement, the post shall be declared vacant.

Section 3. In the case of a tie vote in the general elections, a run-off election between the candidates who are tied shall occur through a specially arranged by-election for that purpose, to be administered by the Nominations and Elections Officer whose term shall be extended for the duration of the by-election.

Section 4. An incumbent Nominations and Elections Committee Chairperson may not stand in an election in which he / she is responsible for administering.

~~Section 4.~~ Section 5 Voting procedures for all elected positions may be carried out by online voting.

~~Section 5.~~ Section 6 Absentee and proxy voting shall not be permitted

Add new section 4 preventing an incumbent N&E chair from standing in an election that he/she is running. Renumber sections 5 and 6 as appropriate

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