



**The Governance Manual of The Daejeon-
Chungcheong Chapter of KOTESOL**

Adopted: November 2020

Preamble

This document contains the governance documents of the Daejeon-Chungcheong Chapter of KOTESOL, including the constitution, bylaws and policies of the organization. The constitution, bylaws and policies are to be considered the standard operating procedure for the chapter and shall be amended where and when necessary.

Current Adopted Version: November 2020.

Authorized and adopted by the 2020 Daejeon-Chungcheong Executive Committee:

President: Mike Peacock

Vice-President: Andrew Griffiths

Membership Coordinator: Theresa Chen

Treasurer: Eric Cebreiro

Edited and amended by: Andrew Griffiths, Vice-President, November 2020

With special thanks to: Aaron Dougan (original author), and to all other past members of the chapter who contributed to this document.

The Constitution of The Daejeon-Chungcheong Chapter of KOTESOL

Article 1 – Names and Terminology in this Document

1.1. The name of this organization is the Daejeon-Chungcheong Chapter of Korea TESOL (sometimes known as KOTESOL), henceforth ‘the chapter’ or ‘DCC KOTESOL’. The name of the members of the chapter are henceforth individually referred to as ‘chapter members’ and collectively ‘the membership’. The name of the chapter members tasked with managing the chapter’s affairs is, collectively, ‘the Executive Committee’. Individual members of the Executive Committee shall be referred to by their titles on the committee.

Article 2 - Purpose of the Chapter

2.1. The purpose of the chapter is to provide leadership, professional development, scholarship and networking in the field of English education, to stimulate teaching and learning and the dissemination of information and research in this field, and to facilitate cross-cultural understanding between stakeholders, in the geographical area of the Chungbuk and Chungnam provinces of Korea, including the major centers of Daejeon, Cheongju, Cheonan-Asan and Sejong.

2.2. In pursuing the goals of DCC KOTESOL, the chapter will cooperate in appropriate ways with other groups having similar concerns, including but not restricted to National KOTESOL and any other group deemed appropriate by the Executive Committee.

Article 3 - Membership of the Chapter

3.1. Membership in the chapter is open to any person who is a national member of KOTESOL, who, because of geographical location, professional affiliation or personal preference, indicates in writing an intention to be affiliated with the Daejeon-Chungcheong Chapter.

3.2. No additional dues beyond the current national membership fee will be charged for chapter membership in DCC KOTESOL.

3.3. The chapter is open to all members regardless of age, nationality, ethnic background, sexual or political orientation, religious or spiritual beliefs, gender

identity, or any other similar factors. As such the chapter shall not under any circumstances condone or carry out any discrimination based on the above and operates on a policy of welcoming and respecting diversity in all forms where it is encountered. Given that the chapter as an entity consists of its membership, it is thus expected that chapter members will respect this policy of nondiscrimination when engaging in chapter activities.

Article 4 – Member Meetings, Events and Communication with Members

4.1. An Annual Business Meeting (ABM) for all members of the chapter will be held annually at a time and place designated by the Executive Committee. At the ABM, members will have the opportunity to give feedback on previous activities of the chapter, to give input on future activities and to ask questions about the operations of the chapter, as well as review the fiscal information from the past year.

4.2. Meetings of the Executive Committee may be called by the Executive Committee, as needed, to deal with any specific and timely business requiring a decision of the membership. These meetings may take place online or offline according to need and shall be considered equally legitimate for the purposes of conducting chapter business. In between meetings, the Executive Committee should strive to maintain communication both within the committee and to the membership on a regular basis.

4.3. Member events supporting the purpose of the chapter will be held regularly, with the aim of holding one such event in each of the major urban centers in the chapter each year where so desired and where possible. Events may include conferences, workshops, social gatherings and symposia.

4.4 Member events shall be made open to all chapter members, as well as other KOTESOL members and non-members where so desired.

4.5 All meetings, events and communications will be transacted in accordance with the Constitution, Bylaws and Policies of the chapter.

Article 5 – Governance of the Chapter

5.1. The operations and affairs of the chapter will be conducted by an Executive Committee in accordance with the Constitution, Bylaws and Policies of the chapter.

5.2. The Executive Committee will consist of members of the chapter whose membership is in good standing. The Executive Committee shall consist at least of a President and Treasurer. Other optional positions may include a 1st Vice-President, 2nd Vice-President (Daejeon-Sejong), 2nd Vice-President (Cheongju), 2nd Vice-President (Cheonan-Asan), Secretary, Membership Coordinator, and six Members-at-Large as elected voting members, the Immediate Past President as a voting member, and any other nonvoting ex-officio appointed positions as deemed necessary to carry out the business of the chapter. All positions shall be made available for nomination during the annual election period.

Article 6 – Elections of the Executive Committee of the Chapter

6.1. A general election will be held each year, by no later than November 30th, to fill the elected voting positions on the Executive Committee.

6.2. The term of office for all elected voting members is one year, from December 1st to November 30th of the following year.

6.3 All chapter members whose membership is in good standing will be permitted to nominate themselves for positions on the Executive Committee.

6.4 All elections will be transacted in accordance with the Constitution, Bylaws and Policies of the chapter.

Article 7 - Finances

7.1. The chapter will operate its finances on a not-for-profit basis according to the principles of transparency, accountability and stewardship. The fiscal year will be from December 1st to November 30th, of the following year.

7.2 All finances will be transacted in accordance with the Constitution, Bylaws and Policies of the chapter and in accordance with the laws of the Republic of Korea.

Article 8 - Amendments to this Constitution

8.1. Amendments to this Constitution may be made at the ABM by a three-fourths majority of those members present at the ABM. Notice of amendments must be given to the membership at least two weeks in advance of the ABM.

The Bylaws of the Daejeon-Chungcheong Chapter of KOTESOL

Bylaw 1: Meetings of the Members

1.1. The chapter will hold an Annual Business Meeting (ABM) no later than December 31st each year and preferably before November 30th, to coincide with the election of the executive committee.

1.2. Notice of the ABM must be given to the membership, in writing, at least two weeks in advance of the event. The notice should include the date, time and location of the ABM, as well as the draft agenda for the meeting, a list of proposed amendments to the Constitution and Bylaws and any other documentation required for the business to be conducted.

1.3. Quorum for the ABM is five percent of the chapter membership. If quorum is not present, the meeting may be adjourned and reconvened at a later date, before the end of the fiscal year, by the Executive Committee.

1.4. Non-members of the chapter may attend the ABM and will have speaking rights but not voting rights. Non-members may be excluded from the meeting by a simple majority vote of the members present.

1.5. The business of the ABM will be to: i) Confirm the minutes of the immediately preceding AGM; ii) Receive from the President, Treasurer, and any other executive members as required, reports on the activities for which they are responsible during the preceding financial year; iii) Discuss any amendment to the Constitution, Bylaws or Policies duly submitted; and, iv) Transact any such business as the Executive Committee may have arranged or as the meeting shall resolve.

1.6. Decisions for ordinary business conducted at the ABM will be by simple majority of the voting members present. Voting will be by show of hands. In the event of a tied vote, the Chairperson will cast the deciding vote.

1.7. The Executive Committee should also strive to hold regular meetings where it can discuss chapter affairs. These meetings may take place online or offline and non-Executive Committee members shall be welcome, though without voting rights on decisions pertaining to chapter affairs.

1.8. Where deemed necessary by the Executive Committee, parliamentary authority for all chapter meetings where business is conducted will be Roberts Rules of Order, Newly Revised.

1.9. Special business meetings of the chapter, which are called for special purposes, will follow the same procedures as the ABM for notice, quorum, nonmembers, decisions and parliamentary authority.

Bylaw 2: Duties of the Executive Committee

2.1. The President will: oversee and manage all activities of the chapter; supervise the officers of the chapter in their duties and ensure that they have the assistance they need to carry out their duties; preside as Chairperson over all meetings of the members and executive Committee meetings; represent the chapter to National KOTESOL; and act as the official spokesperson for the chapter.

2.2. The 1st Vice-President, where elected, will: assist the President in their duties; assist other officers in their duties where necessary; and be generally responsible for organizing, promoting and overseeing all chapter events throughout the year.

2.3. The 2nd Vice-Presidents, where elected, will: host Executive Committee meetings in rotation if so decided and desired; host and coordinate at least one (1) member Event each year in or around their respective centers if so decided or desired; establish and maintain a chapter venue in their respective centers if so decided or desired; and work in collaboration to provide benefits to the members, such as organizing chapter buses to events, etc.

2.4. The Secretary, where elected, will: keep a written record of all proceedings, decisions and correspondences of the chapter; if necessary supervise the preparation and distribution of a chapter newsletter to keep members and new contacts informed of local and national activities; and if necessary send quarterly reports of chapter news and Executive Committee updates to the editor of The English Connection.

2.5. The Treasurer will: act as custodian and steward of all chapter funds and be accountable for the same; receive all income for the chapter, including membership fees of new members who join through the chapter and registration fees for events; oversee all expenditures for the chapter; keep an accurate record

of all money received and of all disbursements; and prepare an annual budget, in consultation with the Executive Committee, regular financial accountability reports for the Executive Committee and a final financial accountability report for the fiscal year to be presented at the ABM.

2.6. The Membership Coordinator, where elected, will: actively promote membership and work to recruit new members at all chapter events; maintain an up-to-date membership database for the chapter; and coordinate the nominations, elections and appointments of the chapter as the Chief Returning Officer.

2.7. The Members-At-Large (MAL), where elected, will: act in an advisory capacity for all matters of the chapter.

2.8. The Immediate Past President will: provide organizational continuity and act in an advisory capacity for all matters of the chapter.

2.9. Where certain roles are not elected, other executive committee members should fulfil the obligations of said unelected roles according to the needs and desires of the chapter.

Bylaw 3: Conducting the Business of the Executive Committee

3.1. The Executive Committee will: i) conduct all chapter business; ii) regularly and continuously recruit members and encourage the renewal of membership for established members; iii) develop and carry out a strategic plan for the year; iv) organize, promote and steward chapter events; v) discuss and approve proposed budgets for all member events and any other special programs receiving chapter funds; vi) actively recruit and develop new members for the Executive Committee; vii) consult regularly with the National KOTESOL Council on matters of mutual interest; and, viii) perform any other duties and responsibilities necessary to assure the continued smooth and orderly functioning of the chapter.

3.2. The Executive Committee will communicate with each other regularly to conduct and maintain the business of the chapter.

3.3. The strategic plan for the chapter will guide the Executive and the chapter in all of its endeavors. It should outline the goals and events, with action plans, as

well as the budget for the upcoming year. The goals will encompass the vision and mission of the chapter in the upcoming year, including an action plan outlining how each goal will be carried out. The events will be a calendar list of the major activities of the chapter in the upcoming year, including an action plan outlining the proposed theme if necessary, location, target size, etc. for each event. The budget will be the forecast of the revenues and expenses of the chapter for the upcoming year, including a rough budget for each event, based on preceding annual and event budgets and/or the specific needs of that particular event.

3.4. The finalized strategic plan for the chapter, once approved, will be made public to the membership through whatever means are appropriate.

3.5. Where necessary, notice of Executive Committee meetings must be given to the committee members at least one week in advance. The notice should include the date, time and location of the meeting, as well as the draft agenda for the meeting, and any other documentation required for the business to be conducted.

3.6. Quorum for executive committee meetings is a simple majority of the voting members on the committee. If quorum is not present, the members in attendance may discuss and make recommendations about any outstanding business, but may not make any decisions.

3.7. Non-members of the Executive, including chapter members and non-chapter members, may attend executive meetings and will have speaking rights but not voting rights. Non-members of the committee who are not chapter members may be excluded from the meeting by a simple majority vote of the Executive members present. Non-members of the committee who are chapter members may be excluded from the meeting by a two-thirds majority vote of the Executive members present.

3.8. The agenda for executive committee meetings will follow the following format: i) call to order; ii) approval of the minutes of the previous meeting; iii) reports; iv) unfinished business; v) new Business; and, vi) adjournment.

3.9. Decisions for ordinary business conducted at Executive Committee meetings will be by simple majority of the voting members present. Voting will be by show of hands. In the event of a tied vote, the Chairperson will cast the deciding vote.

3.10. The Executive Committee may setup sub-committees, standing or ad- hoc, for such purposes as it may deem necessary. The purpose, term, chairperson and members of sub-committees should be made clear upon formation of the subcommittee.

3.11 The Executive Committee will transact its business, and the business of the chapter, in a manner that strictly adheres to the constitution, bylaws and policies of the chapter, and will conduct itself in good faith at all times.

Bylaw 4: Elections

4.1. The general elections of the chapter will follow an election schedule approved by the Executive Committee. The election schedule will have at least two weeks for nominations and at least two weeks for voting.

4.2. Nominations for positions on the Executive Committee are open to all members of the chapter who are in good standing and the nomination process will be non-selective. The Executive Committee must elect a Chief Returning Officer to oversee the election, typically the Membership Coordinator. Nominations must be submitted in writing to the Chief Returning Officer (CRO) before the close of the nominations period. Nominations must be submitted by the nominees themselves, to verify their willingness to stand for election. Nominations may include a recent digital photograph and a brief biographical/mission statement relevant to the position nominated for, though neither will be deemed mandatory for nomination. The Chief Returning Officer (CRO) will verify that nominees are members in good standing and will confirm the nomination as successful. No member may nominate for more than one Executive Committee position.

4.3. At the close of the nominations period, the CRO will announce and publish a complete list of those nominating for Executive positions, including biographical/mission statements where provided, along with procedures and timelines for voting.

4.4. Voting will be by secret ballot. Write-in candidates will not be allowed. A plurality of votes is required for election to any office. In the event of a tied vote for any position, the members will be notified immediately and a run-off vote will be held within two weeks of the general elections.

4.5. Campaigning will be allowed during the voting period. All campaigning should be ethical.

4.6. At the conclusion of the elections, the results of the voting process will be announced and published to all members of the chapter by the CRO.

4.7. Vacancies on the Executive Committee, for whatever reason, at any time, may be filled by the Executive Committee, who may appoint any member in good standing to hold office for the remainder of the unexpired term. However, in the case of a vacancy in the office of President, the 1st Vice President will immediately become the President for the remainder of the term of the former President.

4.8. Removal of a member of the Executive Committee may occur at a special meeting of the Executive Committee for that express purpose through a vote of non-confidence with a three-quarters majority of the voting members present at the meeting.

Bylaw 5: Finances

5.1. In all financial matters the Executive Committee will strive for the utmost accountability, transparency and stewardship of chapter funds.

5.2. As a non-profit organization, the chapter will operate its finances with no personal financial benefit accruing to its officers or members.

5.3. Each year the incoming Executive Committee will prepare and approve an annual operating budget by the end of December. The budget will detail and explain the revenues, expenses and expected balance of the chapter, based on previous years' actual figures as well as the goals and events planned in the chapter for the year. The annual operating budget should never plan for a deficit.

5.4. Each chapter event outlined in the strategic plan for the year must have a preliminary event budget included in the annual operating budget.

5.5. The chief organizer of an event must prepare a finalized event budget that details and explains the anticipated revenues, anticipated expenses and projected balance for the event at least two weeks prior to the event and present it to the Executive Committee for approval. The finalized event budget should follow as

closely as possible the spending approved for the event in the preliminary event budget prepared in the strategic plan.

5.6. Once the event budget has been approved, the chief organizer of the event is authorized to spend money on the event in accordance with the budget and must manage the revenues and expenses of the event, subject to the oversight of the Executive Committee. There can be no spending on an event before the budget is approved.

5.7 Following the event, the chief organizer must present a financial accountability report for the event to the Executive Committee. The report should be in writing and should include a balance sheet (comparing the actual revenues and expenses to the budgeted amounts by showing their percent differences) as well as an explanation of any significant discrepancies between the budgeted and actual amounts.

5.8. Only duly authorized officers of the chapter may spend chapter funds in accordance with the existing line items of the budget.

5.9. Spending should be within the budgeted amount for each line item in the budget, but in the interests of flexibility, may slightly exceed that amount. However, for any over-expenditure over 30% of the original line item and greater than 50,000 won, whether in the annual operating budget or in an event budget, must be approved by the Executive Committee. If timeliness is a critical consideration, the President of the chapter may approve the over-expenditure, which must then be reported to the Executive Committee immediately and subsequently placed on the agenda and explained at the next Executive Committee meeting.

5.10. Any spending on items outside the scope of the budget must be approved by the Executive Committee.

5.11. Reimbursements for authorized expenses (i.e. that have existing line items in the budget) made on the behalf of the chapter with personal funds will be made upon presentation of an original receipt or invoice for the expense.

5.12. Without an original receipt or invoice, reimbursements for authorized expenses will only be made subject to the approval of the Executive Committee.

5.13. Unauthorized expenses will not be reimbursed.

5.14. All chapter funds will be kept on deposit in a dedicated account at a proper banking institution and will be properly accounted for by the Treasurer.

5.15. The Treasurer will prepare and present regular written financial accountability reports to the Executive Committee at its meetings. The reports must include a cash flow statement (detailing the account transactions since the last report and current financial position of the chapter) and a balance sheet (comparing the actual and budgeted amounts and their percent differences).

5.16. A final and detailed written financial accountability report must be prepared and presented to the membership by the Treasurer within one week of the conclusion of each fiscal year.

5.17. Any member of the chapter may have access to the financial records of the chapter by arranging a meeting with the Treasurer at the earliest convenience to both parties.

5.18. An audit of the financial transactions of the chapter may be performed at any time, at the request of the membership at an ABM or at the request of the Executive Committee.

5.19 It is expected that all members of the chapter, particularly the Executive Committee, conduct chapter business in a manner that both adheres to the law and is with good intention. Any financial misconduct carried out by any member of the Executive Committee (or any chapter member generally) while undertaking the business of the chapter may be subject to legal action in accordance with the laws of the Republic of Korea. Furthermore, it is expected that all members of the chapter, particularly the Executive Committee, shall conduct all chapter business, both financial and otherwise, in a manner that both adheres to the law and is with good intention.

Bylaw 6: Policy Making, Transparency and Authority

6.1 Policies may be created by the Executive Committee, as the need arises, to improve or aid in the operations and governance of the chapter's affairs.

6.2. Policies must be adopted by a two-thirds majority of the executive members present at an Executive Committee meeting and once adopted will exist in perpetuity or until such time as they are amended or rescinded.

6.3. Policies may be amended or rescinded by the Executive Committee, as the need arises, by a three-quarters majority of the executive members present at an Executive Committee.

6.4. The Constitution, Bylaws and Policies of the chapter will always be transparent and open to the membership and must be provided to the membership upon request.

6.5. The Constitution, Bylaws and Policies of the chapter will be binding upon the Executive Committee in its operation and governance of the chapter, notwithstanding decisions of the membership at the annual ABM and/or the constitution and bylaws of the chapter. In exceptional circumstances, Policies may be temporarily suspended by a two-thirds majority decision of the Executive Committee; this, however, does not apply to the Constitution and Bylaws of the chapter.

Bylaw 7: Bylaw Amendments

7.1. Amendments to these Bylaws may be made at the ABM by a three-fourths majority of those members present at the ABM. Notice of amendments must be given to the membership at least two weeks in advance of the ABM.

The Policies of the Daejeon-Chungcheong Chapter of KOTESOL

Preamble:

A policy is a definite course of action or procedure adopted for the sake of facility, expediency, clarity, accountability and consistency in the operations and governance of the Daejeon-Chungcheong Chapter of KOTESOL.

1: Policy on Free Admission to Chapter Events

1.1. All officers of DCC KOTESOL must pay registration and/or fees required for chapter events if they actively participate in the event as an attendee in any way (i.e. attend a presentation/workshop). Officers of DCC KOTESOL who volunteer at chapter events, but do not actively participate in the event as an attendee, will have registration and/or fees waived.

2: Policy on Motions that Fail to Pass

2.1. As per the Bylaws, quorum for executive meetings is a simple majority of the voting members on the committee and decisions for ordinary business will be by simple majority of the voting members present.

2.2. Motions that fail to pass may be added to the agenda of the following face to face Executive Committee meeting for discussion and reconsideration.

3: Policy on Vetting for Presenters at Events

3.1. A membership requirement to be a presenter at chapter events is not required and preference in vetting for presenters who are members will not be given. Both practices are considered exclusionary. The best presenters will be selected from the pool of all papers received to ensure the quality and suitability of presentations for an event.

4: Policy on Speaker Honoraria & Benefits for Chapter Events

4.1. The chapter may categorize speakers and presenters for chapter events into the following categories if required: invited keynote speakers, plenary speakers, invited featured speakers, regular speakers and Korea Teacher Trainer (KTT) speakers.

4.2. All categories of speakers get free registration, pay no room/equipment fees, and have lunch provided where possible.

4.3. For invited keynote speakers, being high profile and generally international, the chapter will pay whatever cost is feasible for the event to bring the speaker, including airfare, other travel, accommodation, meals and incidentals. However, accommodation for keynote speakers is capped at up to 150,000 won per night for a maximum of two nights, barring exceptional circumstances (e.g. savings on flights for an additional night in Korea).

4.4. For invited featured speakers, being relatively high profile and possibly international, the honoraria will be set on a scale of 100,000 to 500,000 won, depending on the draw and quality of the speaker. These honoraria would subsidize travel, hotel, food, and the remuneration for attending and speaking at the event.

4.5. Regular speakers are not eligible for an honorarium but can be reimbursed for domestic travel if deemed necessary by the Executive Committee.

4.6. Korea Teacher Trainer (KTT) speakers will receive the regular National KOTESOL remuneration and be exempt from additional remuneration.

4.7. Co-presenters are speakers that share an equal and active role in the presentation and are designated as such in the program. They will also receive free registration and lunch. Co-presenters, however, are not eligible for any additional remuneration except for a share of what has already been offered for the presentation (the share subject to the discretion of the co-presenters themselves).

4.8. Assistants are aides to the speaker who play some role in the presentation. Speakers may bring, with prior notice (i.e. pre-registration), up to two assistants who will get free admission.

5: Policy on the Annual Thanksgiving Dinner and November Symposium

5.1. The Thanksgiving dinner and November Symposium, where held, will be budgeted for and accounted for separately, each as an individual 'special event' budget, so that the respective revenues, expenses and profit or loss are clear and

not interdependent. However, this budget will still ultimately be a part of the chapter's annual operating budget and as such shall still be stewarded by the chapter treasurer.

5.2. Discounts and/or free meals will not be given at the turkey dinner, except for duly invited VIPs who have been pre-approved by the Executive Committee.

Authorized November 2020