



# Governance Manual

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Daejeon-Chungcheong KOTESOL

**Last amended:  
February 26<sup>th</sup>, 2011**

This document contains the governance documents of the Daejeon-Chungcheong Chapter of KOTESOL, including the constitution, bylaws and policies of the organization.



## **Constitution of Daejeon-Chungcheong KOTESOL**

### **Article I - Name**

1.1 The name of this organization is the Daejeon-Chungcheong Chapter of the Korea Teachers of English to Speakers of Other Languages (henceforth the Chapter or DC KOTESOL).

### **Article II - Purpose**

2.1 The purpose of this 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 and Cheonan-Asan.

2.2 In pursuing the goals DC 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 III - Membership**

3.1 The membership of this 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 membership in DC KOTESOL.

#### **Article IV – Member Meetings and Events**

- 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 Special business meetings of the membership may be called by the Executive Committee, as needed, to deal with any specific and timely business requiring a decision of the membership.
- 4.3 Member events supporting the purpose of the chapter will be held regularly, with at least one such event being hosted in each of the major centers in the chapter each year.

#### **Article V – Governance**

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



## DAEJEON-CHUNGCHEONG KOTESOL GOVERNANCE MANUAL

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President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President (Daejeon), 2<sup>nd</sup> Vice-President (Cheongju), 2<sup>nd</sup> Vice-President (Cheonan), Treasurer, Secretary, Membership Coordinator, and six (6) Members-at-Large as elected voting members, the Immediate Past President as a voting member, and any other non-voting ex-officio appointed positions as deemed necessary to carry out the business of the chapter.

### **Article VI - Elections**

6.1 A general election will be held each year, by no later than November 30<sup>th</sup>, to fill the elected voting positions on the Executive Committee. The term of office for all elected voting members is one year, from December 1<sup>st</sup> to November 30<sup>th</sup> of the following year.

### **Article VII - 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 1<sup>st</sup> to November 30<sup>th</sup>, of the following year.

### **Article VII - Amendments**

7.1 Amendments to this Constitution may be made at the ABM by a three-fourths (3/4) supermajority of those members present at the ABM. Proposed amendments must be received by the President, in writing and with the endorsement of no less than five (5) members in good standing



of the chapter. Notice of amendments must be given to the membership at least two (2) weeks in advance of the ABM.

Adopted Nov 27, 2010

## **Bylaw 1: Meetings of the Members**

- B1.1 The chapter will hold an ABM no later than December 31<sup>st</sup> each year.
- B1.2 Notice of the ABM must be given to the membership, in writing, at least two (2) 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.
- B1.3 Quorum for the ABM is fifteen percent (15%) of the chapter membership. If quorum is not present, the meeting will be adjourned and reconvened at a later date, before the end of the fiscal year, by the Executive Committee.
- B1.4 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.
- B1.5 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



DAEJEON-CHUNGCHEONG KOTESOL GOVERNANCE MANUAL

---

responsible during the preceding financial year;

- iii) Discuss any amendment to the Constitution duly submitted; and,
- iv) Transact any such business as the Executive Committee may have arranged or as the meeting shall resolve.

B1.6 The agenda for the ABM will follow the format below:

- i) Call to order;
- ii) Approval of the minutes of the previous meeting;
- iii) Reports;
- iv) Unfinished business;
- v) Amendments;
- vi) New Business; and,
- vii) Adjournment

B1.7 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.

B1.8 Parliamentary authority for all meetings of the members where business is conducted will be Roberts Rules of Order, Newly Revised.

B1.9 Special business meetings of the chapter, which are called for special purposes, will follow the same procedures as the ABM for notice, quorum, non-members, decisions and parliamentary authority.

Adopted Nov 27, 2010



## **Bylaw 2: Duties of Elected Officers**

B2.1 The President will:

- a) Oversee and manage all activities of the chapter;
- b) Supervise the officers of the chapter in their duties and assure that they have the assistance they need to carry out their duties;
- c) Preside as Chairperson over all meetings of the members and Executive Committee meetings;
- d) Represent the chapter to National KOTESOL; and,
- e) Act as the official spokesperson for the chapter.

B2.2 The 1<sup>st</sup> Vice-President will:

- a) Assist the President in his/her duties.

B2.3 The 2<sup>nd</sup> Vice-Presidents will:

- a) Host Executive Committee meetings in rotation;
- b) Host and coordinate at least one (1) Member Event each year in or around their respective centers;
- c) Establish and maintain a chapter venue in their respective centers; and,
- d) Work in collaboration to provide benefits to the members, such as organizing chapter buses to events, .etc.

B2.4 The Secretary will:

- a) Keep a written record of all proceedings, decisions and correspondences of the chapter;



DAEJEON-CHUNGCHEONG KOTESOL GOVERNANCE MANUAL

---

- b) Supervise the preparation and distribution of a chapter newsletter to keep members and new contacts informed of local and national activities; and,
- c) Send quarterly reports of chapter news and Executive Committee updates to the editor of The English Connection;

B2.5 The Treasurer will:

- a) Act as custodian and steward of all chapter funds and be accountable for the same;
- b) Receive all income for the chapter, including membership fees of new members who join through the chapter and registration fees for events;
- c) Oversee all expenditures for the chapter;
- d) Keep an accurate record of all money received and of all disbursements; and,
- e) 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.

B2.6 The Membership Coordinator will:

- a) Actively promote membership and work to recruit new members at all chapter events;
- b) Maintain an up-to-date membership database for the chapter; and,





- c) Coordinate the nominations, elections and appointments of the chapter as the Chief Returning Officer.

B2.7 The Members-At-Large (MAL) will:

- a) Act in an advisory capacity for all matters of the chapter.

B2.8 The Immediate Past President will:

- a) Provide organizational continuity and act in an advisory capacity for all matters of the chapter.

Adopted Nov 27, 2010

### **Bylaw 3: The Executive Committee**

B3.1 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 volunteer at Member 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 National KOTESOL on matters of mutual interest; and,



DAEJEON-CHUNGCHEONG KOTESOL GOVERNANCE MANUAL

---

- viii) Perform any other duties and responsibilities necessary to assure the continued smooth and orderly functioning of the chapter.
- B3.2 The Executive Committee will meet regularly to conduct the business of the chapter.
- B3.3 Notice of Executive Committee meetings must be given to the committee members at least one (1) 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.
- B3.4 Quorum for Executive 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.
- B3.5 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 who are not chapter members may be excluded from the meeting by a simple majority vote of the Executive members present. Non-members who are chapter members may be excluded from the meeting by a two-thirds (2/3) supermajority vote of the Executive members present.
- B3.6 The business of Executive Committee meetings will be to:
- i) Confirm the minutes of the immediately preceding meeting;
  - ii) Receive from the President, Treasurer, and any other Executive



DAEJEON-CHUNGCHEONG KOTESOL GOVERNANCE MANUAL

---

members, as required, reports on the activities for which they are responsible; and;

iii) Transact any such business as the Executive Committee may have arranged or as the meeting shall resolve.

B3.7 The agenda for Executive Committee meetings will follow the format below:

- i) Call to order;
- ii) Approval of the minutes of the previous meeting;
- iii) Reports;
- iv) Unfinished business;
- v) New Business; and,
- vi) Adjournment

B3.8 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.

B3.9 Parliamentary authority for all meetings where business is conducted will be Roberts Rules of Order, Newly Revised.

B3.10 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 sub-committee.

Adopted Nov 27, 2010



## **Bylaw 4: Elections**

- B4.1 The general elections of the chapter will follow an election schedule approved by the Executive Committee. The election schedule will have at least two (2) weeks for nominations and at least two (2) weeks for voting.
- B4.2 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. 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 should include a recent digital photograph and a brief biographical/mission statement relevant to the position nominated for. 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 position.
- B4.3 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, along with procedures and timelines for voting.



DAEJEON-CHUNGCHEONG KOTESOL GOVERNANCE MANUAL

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- B4.4 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.
- B4.5 Campaigning will be allowed during the voting period. All campaigning should be ethical.
- B4.6 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.
- B4.7 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.
- B4.8 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 (3/4) supermajority of the voting members present at the meeting.

Adopted Nov 27, 2010



## **Bylaw 5: Finances**

### **General**

- B5.1 In all financial matters the Executive Committee will strive for the utmost accountability, transparency and stewardship of chapter funds.
- B5.2 As a non-profit organization, the chapter will operate its finances with no personal financial benefit accruing to its officers or members.

### **Annual Operating Budget**

- B5.3 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.

### **Event Budgets**

- B5.4 Each chapter event outlined in the strategic plan for the year must have a preliminary event budget included in the annual operating budget.
- B5.5 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



DAEJEON-CHUNGCHEONG KOTESOL GOVERNANCE MANUAL

---

approved for the event in the preliminary event budget prepared in the strategic plan.

B5.6 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.

B5.7 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.

Spending

B5.8 Only duly authorized officers of the chapter may spend chapter funds in accordance with the existing line items of the budget.

B5.9 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, the over-expenditure must be approved by the Executive Committee. If timeliness is a critical consideration, the



#### DAEJEON-CHUNGCHEONG KOTESOL GOVERNANCE MANUAL

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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.

B5.10 Any spending on items outside the scope of the budget must be approved by the Executive Committee.

#### Reimbursements

B5.11 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.

B5.12 Without an original receipt or invoice, reimbursements for authorized expenses will only be made subject to the approval of the Executive Committee.

B5.13 Unauthorized expenses will not be reimbursed.

#### Accountability

B5.14 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.

B5.15 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).

B5.16 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.

B5.17 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.

B5.18 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.

Adopted Nov 27, 2010

## **Bylaw 6: Bylaw Amendments**

B6.1 Amendments to these Bylaws may be made at the ABM by a two-thirds (2/3) supermajority of those members present at the ABM with at least two (2) weeks of notice of the amendments given to the membership in advance of the ABM. Amendments may be made with less than two (2) weeks of notice by a three-fourths (3/4) supermajority of those members present at the ABM. All proposed amendments must be received by the President, in writing.



DAEJEON-CHUNGCHEONG KOTESOL GOVERNANCE MANUAL

---

B6.2 The Executive Committee may adopt tentative amendments to these Bylaws by a three-fourths (3/4) supermajority vote at an Executive Committee meeting for which at least two (2) weeks notice of the amendment, in writing, has been given to both the Executive and the membership. Such amendments will be subject to permanent adoption or rejection by the members at the next ABM, but will be active and enforced in the interim.

Adopted Nov 27, 2010



## **Policy on Policy**

### **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.

### **Policy Making, Transparency and Authority:**

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.
2. Policies must be adopted by a two-thirds majority of the executive members present at an Executive Committee and once adopted will exist in perpetuity or until such time as they are amended or rescinded.
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.
4. The policies of the chapter will always be transparent and open to the membership and must be provided to the membership upon request.
5. The policies of the chapter will be binding upon the Executive Committee in its operation and governance of the chapter, notwithstanding superceding decisions of the membership at a general meeting 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.

Adopted Nov 1, 2008



## **Policy on Executive Committee Appointments**

In accordance with the constitution, the Executive Committee may appoint ex-officio (non-voting) members as deemed necessary to carry out the business of the chapter. These appointed ex-officio officers of the Executive Committee may include, but are not restricted to:

1. A Newsletter Editor who will publish a regular chapter newsletter with oversight from the Secretary and input from the Executive Committee;
2. A Webmaster who will maintain and update the chapter website;
3. A Program Coordinator who will liaise with speakers and presenters in the EFL community and recommend programming for events; and,
4. A Community Liaison who will maintain relations with an outside group sharing similar concerns.

Non-binding precedent

## **Policy on Strategy and Planning**

1. The incoming Executive Committee of the chapter will prepare a strategic plan for the chapter for approval by the membership at the next general meeting before the end of the calendar year.
2. The strategic plan for the chapter will guide the Executive and the chapter in all of its endeavours. It should outline the goals and events, with action plans, as well as the budget for the upcoming year.



- a) 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.
  - b) 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, location, target size, etc. for each event.
  - c) 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. The finalized strategic plan for the chapter, once approved, will be made public to the membership on the chapter website and through the chapter newsletter.

Adopted Nov 1, 2008

***<Refer to Appendix A for a sample strategic plan>***

## **Policy on Free Admission to Chapter Events**

1. All officers of DC 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 DC KOTESOL who volunteer at chapter events, but do not actively participate in the event as an attendee, will have registration and/or fees waived.

Adopted Nov 1, 2008; Amended Sep 4, 2010



## **Policy on Approving Motions Online**

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. Applying these principles to online motions:

1. Online voting may be used to conduct the business of KOTESOL between face to face meetings. Such voting shall be considered "special online meetings".
2. Quorum for business conducted online will be a simple majority of the voting members on the committee. Attendance at the online meeting will be considered a vote cast.
3. Voting for online motions will be open for no less than three days and the voting period must be clearly communicated at the time the motion is proposed online.
4. For a motion to be approved, it must receive a simple majority of the votes cast (unless otherwise stipulated in the Constitution & Bylaws).
5. Motions that fail to pass may be added to the agenda of the following face to face Council meeting for discussion and reconsideration.

Adopted Sep 4, 2010



## **Policy on Vetting for Presenters at Events**

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.

Adopted Sep 4, 2010

## **Policy on Speaker Honoraria & Benefits for Chapter Events**

1. The chapter will categorize speakers and presenters for chapter events into the following categories: invited keynote speakers, invited featured speakers, regular speakers and Korea Teacher Trainer (KTT) speakers.
2. All categories of speakers get free registration, pay no room/equipment fees, and have lunch provided.
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).



DAEJEON-CHUNGCHEONG KOTESOL GOVERNANCE MANUAL

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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.
5. Regular speakers are not eligible for an honorarium but can be reimbursed for domestic travel.
6. Korea Teacher Trainer (KTT) speakers will receive the regular National KOTESOL remuneration and be exempt from additional remuneration.
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).
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 2 assistants who will get free admission.

Adopted Sep 4, 2010; Amended Feb 26, 2011





## **Policy on Annual Turkey Dinner**

### **Budgeting**

1. The turkey dinner and November symposium 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.

### **Discounts and Free Dinners**

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.

Adopted Dec 18, 2010



## Appendix A: Sample Strategic Plan

### Calendar of Events 2010

<i>Month</i>	<i>Day</i>	<i>Date</i>	<i>Activity</i>
<b>January</b>	Sat/Sun	2/3	National Leadership Retreat
<b>February</b>	n/a		
<b>March</b>	Sat	6	Executive meeting in Cheongju
	Sat	27	Road Trip to Seoul Chapter AGM
<b>April</b>	Sat	10	Executive meeting in Cheongju
	Sat	24	Joint-symposium with Gangwon Chapter in Cheongju / 2010 Chapter ABM
<b>May</b>	Sat	22	Executive meeting in Cheonan
<b>June</b>	Sat	19	Chapter picnic & Executive meeting
<b>July</b>	n/a		
<b>August</b>	n/a		
<b>September</b>	Sat	4	Executive meeting in Daejeon / Elections Promo
	Sat	18	Daejeon Symposium
<b>October</b>	Sat/Sun	16/17	International Conference & Executive meeting
	Thu	29	Nominations open
<b>November</b>	Thu	11	Nominations close / Voting opens
	Sat	14	Executive meeting in Cheonan
	Sat	27	7 <sup>th</sup> Annual Thanksgiving Symposium & Turkey dinner in Cheonan / Voting closes and results announced
<b>December</b>	Sat	11	Joint Executive Meeting (incoming & outgoing) in Daejeon / Xmas Party



## **Goals**

1. Develop a program for the turkey dinner of the Thanksgiving symposium where not are the election results announced but also awards of merit and appreciation to deserving chapter members are given. The idea is to make this an annual event and have the awards presented at the November symposium banquet each year.

Leader:	President Aaron Dougan
Budget:	100,000 won
Plan:	Develop appropriate awards, select appropriate candidates and give the awards at the November banquet.
Timeline:	To be completed by the November symposium.

2. Maintain and/or develop venues in Cheonan and Cheongju.

Leader:	Respective 2 <sup>nd</sup> VP for each city
Budget:	0 won
Plan:	Build contacts and potential relationships with venues in each city.
Timeline:	By end of term.

3. Continue to enhance the web presence of the chapter.

Leader:	Chapter webmaster
Budget:	0 won
Plan:	Find and appoint an appropriate chapter webmaster, have the governance documents, calendar of events, announcements, etc. posted in a catchy manner.
Timeline:	As soon as possible.



DAEJEON-CHUNGCHEONG KOTESOL GOVERNANCE MANUAL

4. Hold a joint-symposium with the Gangwon Chapter.

See the events section.

5. Provide additional services for the members of the chapter whenever possible.

Leader:	Executive Committee
Budget:	To be approved as needed
Plan:	Rent charter buses for convenient transportation to and from chapter and national events, etc.
Timeline:	As needed.

6. Develop membership.

## **Events**

*Note: All dates are tentative and may change to accommodate public school teacher attendance or for other reasons.*

### **April Symposium – Cheongju – April 24<sup>th</sup>**

Event Coordinator: 2<sup>nd</sup> VP (Cheongju) Liz Bailey, Co-Coordinating with Gangwon Chapter

Venue: t.b.d.

Co-host: Gangwon Chapter

Theme: Professional Sharing of Ideas

Target size: 60

Social event: Social mixer

Budget: 1,200,000 won, balanced

Plan: Host a symposium in cooperation with the Gangwon chapter and hold the 2010 ABM. At the symposium, have a mix of presentations and practical workshops; invite



DAEJEON-CHUNGCHEONG KOTESOL GOVERNANCE MANUAL

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speakers to discuss their innovative lesson plans and activities

- ◆ Make a call for papers by March 8<sup>th</sup>.
- ◆ Finalize program & open online pre-registration by April 3<sup>rd</sup> / Send notice of ABM and post agenda with amendments by April 3<sup>rd</sup> too.
- ◆ Recruit volunteers and fill all positions by April 17<sup>th</sup>.

September Symposium – Daejeon – September 18<sup>th</sup>

Event Coordinator:	2 <sup>nd</sup> VP (Daejeon) Justin McKibben
Venue:	Woosong University
Co-host:	n/a
Theme:	Integrating Multimedia in the classroom
Target size:	75
Social event:	Optional dinner at the Solpine (by pre-registration)
Budget:	1,500,000 won, balanced
Plan:	Cohost with CALL Sig and focus on the use of multimedia in the classroom <ul style="list-style-type: none"><li>◆ Make a call for papers by Jul 15<sup>th</sup>.</li><li>◆ Finalize program &amp; open online pre-registration by Aug 15<sup>th</sup>.</li><li>◆ Recruit volunteers and fill all positions by Sep 13<sup>th</sup>.</li></ul>

November Symposium – Cheonan – Saturday November 27<sup>th</sup>, 2010

Event Coordinator:	2 <sup>nd</sup> VP (Cheonan) Brian Quirk
Venue:	Hoseo University (?)
Co-host:	ER SIG (?)
Theme:	Reading and Writing – K to Adults
Target size:	150
Social event:	Thanksgiving Banquet and Awards Ceremony



DAEJEON-CHUNGCHEONG KOTESOL GOVERNANCE MANUAL

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Budget: 6,000,000 won, balanced

Plan: Host a major symposium with banquet for announcing election results and giving chapter awards.

- ◆ Make a call for papers by August 1<sup>st</sup>.
- ◆ Finalize program and open online pre-registration by October 1<sup>st</sup>.
- ◆ Recruit volunteers and fill all positions by November 14<sup>th</sup>.

December Xmas Party. – Cheongju - Saturday December 11<sup>th</sup>, 2010

Event Coordinator: President Aaron Dougan

Venue: t.b.d.

Co-host: n/a

Theme: Christmas

Target size: 30

Social event: Chapter Xmas party

Budget: 300,000 won, pure expense;

Plan: Visit, have fun and spread end of year Christmas cheer