

Korean Women's International Network, Washington, D.C. Chapter
Bylaws of Korean Women's International Network,
Washington, D.C.
General Rules

Article 1: Name

Korean Women's International Network, Washington, D.C. Chapter, shall be called “KOWIN DC.”

Article 2: Statement of Purpose

The Purpose of this organization is to build a network of international women of Korean descent (referred to as “Korean women” hereinafter), and to find and mentor talented Korean women. In addition, we promote the building of Korean women’s character and the general advancement of women and the improvement of their communities.

Article 3: Membership

This organization shall consist of Korean women, each with the following qualifications:

- 1) Resides in the Washington, D.C. Metropolitan Area (DC, MD, VA)
- 2) Participates in improving the Korean community as well as the local community
- 3) Is a role model for others in her daily life
- 4) Has leadership experiences working as a professional and/or philanthropist
- 5) Is willing and capable of participating in the pursuit of the purpose of this organization.

Article 4: Office

The office will be maintained at the residence of the incumbent President or where she can rightfully operate the organization.

Article 5: Programs

- 1) Networking opportunities to mentor Korean women for leadership and holding related conference
- 2) Gatherings with the Minister of Gender Equality and Family, and with immigrant Korean leaders.
- 3) Annual KOWIN conference in Korea and regional conferences held in Chicago, Washington D.C., Dallas, Atlanta or New York.
- 4) Exchange of news relevant to enhancing women leadership via electronic communication.
- 5) Promotion of news and events relevant to improving the community.
- 6) Fellowship activities between members

Article 6: Membership application procedure

- 1) Applicant must submit recommendation by existing member and KOWIN DC application to the President.
- 2) The Membership Committee must review application and approve by the majority of vote.
- 3) New members are encouraged to attend the annual international KOWIN conference in Korea as soon as possible after they join.
- 4) New members must pay the initiation fee of \$300 and the annual dues of \$120 to obtain the full membership.

Article 7: Duties and Rights

Members have the right to attend KOWIN DC activities, speak during meetings, nominate, vote and be eligible for election. Members must observe all regulations in the bylaws including regulations regarding membership dues and attendance as well as the resolutions passed during general meetings.

Article 8: Membership Forfeiture and Withdrawal

Paragraph 1: Conditions for Forfeiture

- 1) Failure to perform assigned and assumed duties without explanation or reasonable cause
- 2) Disrupting KOWIN activities
- 3) Defame KOWIN
- 4) Unlawful action towards KOWIN
- 5) Absence and/or non-payment of dues for two years without explanation or reasonable cause.

Provisions for forfeiture will be handled by the Executive Committee by presenting it as a motion during general meetings and by the simple majority of attending members passing the motion.

Paragraph 2: Voluntary Withdrawal

Withdrawal letter must be sent (via email) to the President, and the President must announce the member's withdrawal request at the next General Meeting and officially remove her. "Members are required to pay the annual membership fee by January 1st of the start of the membership year. In order to cancel one's membership and not be liable for the year's fees, the member must withdraw **before** January 1st of the year. Membership fees will not be refunded if withdrawing any time after January 1st."

Article 9: Executive Officers

The officers of KOWIN DC shall consist of One (1) President, One (1) Executive Vice President, Two (2) Vice presidents, One (1) General Secretary, One (1) Treasurer, and One (1) Auditor, One (1) Recording Secretary. The president shall form various committees and appoint their members.

Article 10: Functions of the Officers

All officers shall perform the following duties:

- 1) President: Representing KOWIN DC, the President shall coordinate and oversee the work and functioning of all offices and committees, as well as chair the Executive Committee. She shall exercise her leadership in providing the vision and direction necessary for the development and growth of KOWIN DC, and raising its status. The President shall be responsible for keeping and preserving all documentation and records on all businesses of the Chapter for the successive office transition.
- 2) Executive Vice President: The Executive Vice Presidents shall assist the President and serves as the interim President in the event of vacancy in the office of the President or of the President's disability or other incapacity to fulfill her duties as President. She will perform all the duties of the position for the remainder of the elected period.
- 3) Vice Presidents: Vice Presidents will serve as the interim co-Presidents in case both the President and the Executive President are incapable of fulfilling duties of the Office of the President.
- 4) General Secretary: The General Secretary shall assist the President, to be vested with the power and duty to manage the daily operation of all businesses of KOWIN DC, and help organize and oversee all membership meetings and KOWIN events and activities. She shall report and maintain the records of all meetings and activities of the Chapter, as well as draft, deliver and maintain transition memo for the successive office.
- 5) Treasurer: The Treasurer shall assist the President, and be vested in power and duty to have charge of the funds and books of account of the Chapter and to administer them (including budget projection and accounting) in accordance with the bylaws, to receive and deposit the funds of the Chapter in such bank account or accounts as shall be authorized by the President. Operating expenses will be approved in writing by the President prior to disbursing the funds. Expenses incurred by the members will be reimbursed by submitted reimbursement request form. The Treasurer shall render and provide financial reporting at every membership meeting. Upon the end of her term, she shall draft, deliver and maintain all financial records of the Chapter during her term and include such records in the transition memo for the successive officers.
- 6) Recording Secretary: The Recording Secretary shall be vested with the power and duty to keep the records and documentation of the Chapter, and attend all membership meetings and record all the proceedings of such meetings in a book to be kept for that purpose. Upon the end of the term, she shall draft, deliver and maintain all administrative records and proceedings of the Chapter during her term and include such records in the transition memo for the successive officers. The President may appoint a co-Recording Secretary.
- 7) Auditors: The audit shall takes place at the end of November of the every fiscal year.

Article 11: Officers' Terms and Election

- 1) President: The Executive Vice President shall be the first candidate for the next President. One or More candidates can be nominated from the floor at the election meeting. The President then is elected by a majority vote of the General Assembly attendees. She has

to have excellent record of being a member for at least 2 years and who is current in the membership fee payments. The President's term is 2 years and may be renewed for the second term. A third term is possible after one year of sabbatical.

- 2) Executive Vice President, Vice Presidents, Treasurer and Recording Secretary shall be appointed by the President and approved by the General Assembly attendees for a term of 2 years. The election and transition of such officers will take place in the June General Assembly every year, and such officers are required to attend the subsequent KOWIN annual conference in Korea in August of that year.
- 3) In the event of vacancy of any officer(s), the President will appoint a replacement for the remainder of the term. (However, in the event of vacancy in the office of the President, the Executive Vice president will become the interim President.)
- 4) Auditors: The audit shall takes place at the end of November of the every fiscal year.

Article 12: Executive Committee

- Responsibilities: The committee reviews and decides on important matters at the request of the President. Members are required to attend all meetings convened by the President. If a member must miss a meeting, she is to notify the President in advance, and she must participate in the decision-making process by appointing a proxy via a written document (electronic mail).
- Member Selection: The President appoints members, subject to approval at a regular meeting.
- Formation: Three former Presidents, two current officers, and four at-large members. The membership shall number no more than nine. The members are appointed by the President, and shall be approved at a regular meeting.

Article 13: Membership Committee

- Responsibilities: The committee elects new members. At the request of the President, it reviews applications according to the qualifications outlined in Article 3, then elects new members whose applications are approved by majority.
- Membership Committee members must attend meetings when requested by the President.
- Formation: The Committee consists of former presidents, current officers, and at-large members, appointed by the President, and shall be approved at a regular meeting.

Article 14: General Meetings

Section 1 Call: The President shall notify the members of the agenda for the meeting in advance via electronic mail.

- 1) General Assembly: The June meeting shall serve as General Assembly.
- 2) Regular Meetings: Regular meetings shall be held quarterly, in March, June, September and December. The dates may be changed when necessary.

- 3) Special Meetings: At her discretion, the President may, with the approval of the Executive Committee, convene a special meeting with advance notice of the purpose of the meeting.

Section 2 Quorum: In general, a matter shall pass with the approval of the simple majority of those in attendance. The President may cast the deciding vote in the case of a tie. Disqualifying a member and amending the bylaws require the approval of at least two-thirds of those in attendance.

Section 3: Agenda for the First General Meeting of the Election Year

- 1) Election of the President
- 2) Establishing regulations and amending the bylaws
- 3) Activities reports
- 4) Approval of the expenses report and the estimated activities budget.

Article 15: Finance

Section 1: Revenue from Membership dues

- 1) Revenue from Membership fees
The annual membership dues of \$120 shall be received by the end of January. New members must pay the initiation fee of \$300 at the time of joining KOWIN DC.
- 2) Fiscal year
A fiscal year shall run from January 1st through December 31st of every year.
- 3) Use of funds
The funds shall be used to cover the basic expenses for meetings of KOWIN DC and other expenses related to KOWIN activities.

Section 2: Donations and other income

- 1) The funds necessary for the activities of KOWIN DC may be raised according to the decision by the Executive Committee.
- 2) KOWIN DC shall contact possible sources of funds such as the Ministry of Gender Equality and Family of the Republic of Korea, Korean-American foundations and the private as well as public sector, as deemed appropriate, and request funds.
- 3) The organization shall plan to raise funds by holding KOWIN DC events.