

## **Bylaws of the KSEA Northeast Regional Conference**

### **Chapter 1: General**

#### **Article 1. Name**

This conference shall be named as the Northeast Regional Conference (NRC) of the Korean-American Scientists and Engineers (KSEA) (hereinafter referred to as "Conference").

#### **Article 2. Purpose**

This conference is established to promote academic exchanges, fellowship and career advancement for the members of KSEA chapters and its Affiliated Professional Society (APS) in the northeast region, which shall include New York Metro, New Jersey, and Philadelphia chapters. This conference also seeks to contribute to the cooperation between US and Korea in science and technology.

#### **Article 3. Steering Committee**

The Steering Committee shall be the highest decision making body for the organization, operation, and continuous development of the Conference.

1. The Steering Committee shall make decisions on important matters for the Conference including development of long-term vision, conference organization and operation, program, finance, and maintenance of records and materials.
2. The Steering Committee shall determine the venue and appoint the Conference Chair, the Program Chair, the Treasurer, and the Auditor. The conference chair shall be appointed by the Steering Committee at the regular meeting, and the rest of the members shall be appointed by October 31<sup>st</sup> of the year the Conference held.
3. The Steering Committee shall consist of a minimum of 8 and a maximum of 12 elected members and up to four ex-officio members. New York Metro, New Jersey, and Philadelphia chapters appoint three elected members each, and the presidents of the New York Metropolitan, New Jersey, and Philadelphia chapters shall automatically become the members of the committee. The Steering Committee may appoint no more than four ex-officio members from the group of past conference chair, past program chair, APS, Young Generation (YG) group, and other participating KSEA chapters and branches.
4. The chairperson of the Steering Committee shall be elected by the Steering Committee and shall serve a term of one year.
5. The term of the elected members of the Steering Committee shall be three years and the term of the ex-officio members shall be one year. However, in the first year of the enactment, each of the New York Metro, New Jersey, and Philadelphia chapter shall appoint one member with three-year term, one member with two-year term, and one member with one-year term. If a member appointed by a chapter

resigns, the chapter appoints a replacement, and the term of the replacing member shall be the remaining term of the replaced member.

6. The regular meeting of Steering Committee shall be held annually in August.

7. An attendance of a majority of the total number of Committee members shall constitute a quorum for the transaction of business, and attendance can be made in person or over the phone or any other manner that provide, at a minimum, conditions of opportunity for simultaneous aural communications among all participating members equivalent to those of meeting held in one room or area.

8. Attendance and decision of Steering Committee cannot be delegated.

9. A five business day notice shall be required for the annual or any regular meeting of the Steering Committee. The chairperson may call a Special Meeting of the Steering Committee for the purpose of transacting any business designed in the notice. Written or email or verbal notice for a Special Meeting shall be given to each member at least forty-eight (48) hours prior to the hour appointed for such Special Meeting. The chairperson shall call a Special Meeting upon written requests for such meeting from more than a third (1/3) of the Committee members.

10. Decisions of the Steering Committee shall be made by a two-thirds vote of the present. Votes may be taken by voice, by a show of hands, by written ballots, or by electronic means such as email and e-votes. The Steering Committee determines the manner in which the votes can be taken depending on the nature of the businesses to be determined by the votes.

#### Article 4. Committee chairs, Officers, Directors and Duties

The committee chairs, officers, and directors and their duties are as follows.

1. Conference chair: Appointed by the Steering Committee, the Conference chair shall appoint or recommend directors and various committee chairs to the Steering Committee for the operation of the Conference. In principle, the Steering Committee appoints conference chairs to allow the KSEA Northeast chapters, New York Metropolitan, New Jersey, and Philadelphia chapters, to take turns in leading the Conference.

2. Program Chair(s): Appointed by the Steering Committee at the recommendation of the Conference Chair(s). Responsible for planning and operating the program and final decision on the Technical Program. Appoint the session chairs necessary for the operation of the technical sessions in consultation with the conference chair.

3. Fundraising Chair (s): Appointed by the Steering Committee. Responsible for recruiting sponsor organizations, companies, and individuals for the Conference and lead fundraising activities.

4. Public Relations Director: Appointed by the Conference chair. Responsible for the promotion and related activities.

5. Local Arrangement Director: Appointed by the Conference Chair. Responsible for all aspects of Local Arrangement.

6. Conference Secretary: Appointed by Conference Chair. Responsible for all matters necessary for the operation of the Conference, including official documents, registration, announcements, records of the Conference and various meetings, and placards. Also assists the Conference chair.
7. Publication Director: Appointed by the Program Chair. Responsible for publishing Program and Proceedings, recording and documentation related to the Program, and assisting the Program Chair.
8. Treasurer: Appointed by the Steering Committee at the recommendation of the Conference Chair (s). Responsible for the financial planning and financial operations of the Conference.
9. YG Director: Appointed by the Conference Chair. Promotes and liaises with YG chapters in the Northeast region and assists the Local Arrangement Director.
10. Student Representative (s): Appointed by the Conference chair among the students of each university. Responsible for public relations and liaison at each university, and actively assists the Local Arrangement Director.
11. APS Representative (s): Appointed by the Conference chair among the representatives of APSs in the Northeast region. Actively cooperates with the Program Chair and Local Arrangement Director.
12. Conference Adviser (s): Appointed by the Steering Committee at the recommendation of the Conference chair. Advises the Conference Chair and Executive Committee on the direction, policy, and operation of the conference, and participates in conference committee meetings.
13. The Conference chair may appoint and assign other officers, such as the Career Program Coordinator, as necessary.
14. The term of the Conference committee members (committee chairs, officers, and directors) shall take effect immediately upon their appointment and shall expire on 30 June of the year of the Conference.
15. Executive Committee: The Executive Committee shall consist of Conference Chair, Program Chair, Fundraising Chair, Treasurer, and Local Arrangement Director, and shall have and exercise the authority to make decisions on the important actions required for preparations and execution for the Conference. The Conference Chair shall be the Chair of the Committee. Executive members are the Officers of the Conference. The Chair shall attempt to give all Executive Committee members notice of the agenda at least two days before the scheduled meeting. Any meeting may be conducted in person, by mail, or by electronic means. An attendance of fifty percent (50%) of the members of the Executive Committee shall be necessary and sufficient to constitute a quorum for the transaction of any business, and attendance can be made in person or over the phone or any other manner that provide, at a minimum, conditions of opportunity for simultaneous aural communications among all participating members equivalent to those of meeting held in one room or area. The resolution of the agenda will be approved by 1/2 of the attendees. Decisions of the Executive Committee shall be made by a majority vote of the present.

## Article 5. Date of the Conference

This annual Conference shall be held between March and May each year.

#### Article 6. Venue

In principle, the Conference shall be held at the midway location of all participating chapters.

#### Article 7. Operation

The Conference is operated as follows.

1. All operations, including the finances of the conference, shall be independent of the operations of all participating chapters.
2. Treasurer shall submit the report of finance and operation to the Auditor with the consent of the Conference Chair within one month after the Conference. The audited report of finance and operation to the Steering Committee within the two months after the Conference.
3. The Conference consists of, in principle, Technical Program, Career Program, and the YP/YG Program.
4. The plan for the financial operation of the Conference shall be executed after prior review and consent by the Steering Committee.
5. In the event that the financial expenditure is expected to exceed 20% of the plan in the preparation of the Conference, the Conference Chair shall execute the excess finances only after obtaining the approval of the Steering Committee.

#### Article 8. Finance

The financial operations, such as income and expenditure, shall be as follows.

1. Income shall consist of carryover of the previous Conference, support from KSEA headquarter, grants, contributions, and others.
2. In case of surplus operation, carry over the balance to the Conference of the following year.
3. If the Steering Committee finds the finances are not good, the Steering Committee may decide financial contributions from the participating KSEA local chapters. If such a decision is made, these local chapters shall contribute to the Steering Committee the sums in proportion to the voting members of KSEA as of April 30 of the immediately past year of the Conference.
4. Fiscal Year. The fiscal year of the Conference shall commence on July 1 and end on June 30 of the following year.

#### Article 9. Audit

For the healthy operation and finance of the Conference, there shall be up to two auditors.

1. Auditors are appointed by the Steering Committee. Auditors cannot serve as officers.
2. The auditor may request the treasurer the report of finance and operation once before and once after the Conference.

3. Auditors shall audit financial and operation status of the Conference and report to the Steering Committee within two months after the Conference.

#### Article 10: Miscellaneous

1. The Steering Committee may form Standing Committees and Ad hoc Committees when deemed necessary.

2. These Bylaws or any amendment to the Bylaws shall be effective immediately upon the approval of the Steering Committee.

#### Article 11 Amendment

The amendment of the Bylaws of the Conference shall be approved by at least two-thirds of the membership of the Steering Committee.

### Chapter 2 Supplementary

#### Article 1

This Bylaws shall take effect immediately upon approval.

#### Article 2

Matters not specified in these Bylaws shall be in accordance with general practice.

#### Amendment History

- a.** April 27, 1995: This Bylaws has been amended and approved.
- b.** December 17, 2019: This English Bylaws has been approved by the Steering Committee.