



CONSTITUTION

of the **KOREA COUNCIL OF OVERSEAS SCHOOLS**

(KORCOS)

Established in 1989

The KORCOS Constitution was formulated in 1989, and was previously amended April 12th, 1997, September 9th, 2006, February 2014, and April 7, 2018.

Revised and updated copy proposed on December 6, 2023, to the KORCOS Board on behalf of the current Executive Officers.

Accepted by two-thirds quorum vote of full-member schools on February 24, 2024.

ARTICLE I: NAME AND DEFINITION

SECTION 1: Name and Vision

The name of this Association shall be “The Korea Council of Overseas Schools” (hereinafter referred to as KORCOS).

KORCOS upholds the following vision, mission and goals:

A. Vision

KORCOS focuses on the growth and development of professional practitioners in the fields of Environment, International Education, Communication, Technology and related fields to meet the demands of a constantly changing world.

B. Mission

KORCOS upholds the mission of planning, strategizing and implementing professional development activities through the collaboration, cooperation, connectedness and consortia of members.

C. Goals

1. Be inclusive in its membership involving as many institutions and organizations that supports its vision and mission;
2. Consolidate resources from membership fees that support professional development activities such as the KORCOS International Educators’ Conference and Job-Alikes;
3. Engage the active participation of KORCOS members in various professional development and learning activities;
4. Award KORCOS grants in ways that will benefit the member schools’ learning and professional communities;
5. Hold university credit consortia with universities that support the vision, mission and goals of KORCOS;
6. Cooperate with non-KORCOS entities that may hold programs that support similar vision, mission and goals.

SECTION 2: Definition

As used herein, “overseas schools” shall mean Preschool, Elementary, Secondary, University, Graduate, or Post Graduate organizations that sponsor international education and share the vision of caring for the environment, improving pedagogy, strengthening effective communications, and promoting meaningful use of technology within these educational institutions. These include, but are not strictly limited to, schools that are of the following:

- A. Located in the Republic of Korea that offer international education with English as the main medium of instruction;
- B. Full-member schools must be accredited by WASC, NEASC, CIS, or Cognia; or working toward accreditation, which must be granted within one year or prior to the renewal of their next KORCOS membership or hold an international school license from the Korean Ministry of Education.
- C. Whose members are directly or indirectly involved with international style instruction and curricula, or institutions and organizations whose mission is directly or indirectly related to international education, environment, communications and technology.

ARTICLE II: OBJECTIVES AND PURPOSES

The objectives and purposes of KORCOS for which the Council is formed are as follows:

- A. To enrich the processes of education for all member schools
- B. To promote the professional growth of the educational staff of member schools
- C. To facilitate communication and cooperative action among all member schools
- D. To promote intercultural understanding and partnership through the activities of member schools
- E. To cooperate with other organizations and individuals pursuing the same or similar objectives as KORCOS
- F. To support its professional development goals: International Education, Environment and Educational Technology.
- G. To collaborate in planning, strategizing and implementing activities pursuant of the vision, mission, goals and overall character of KORCOS.

ARTICLE III: NON-PROFIT, NON-POLITICAL AND NON-SECTARIAN CHARACTER OF KORCOS

SECTION 1: Non-Profit

- A. KORCOS shall be non-profit; it shall not have authority to issue stock, and it shall not be conducted or operated for profit.
- B. KORCOS may participate in fundraising activities during any of its conferences, job-alike activities, and other such collaborative activities with other institutions or organizations, for the purpose of raising funds for the KORCOS Grants, and to support professional development plans.

SECTION 2: Non-Political / Non-Sectarian

KORCOS shall, in its aims and activities, be politically neutral and non-sectarian.

ARTICLE IV: MEMBERSHIP

SECTION 1: Eligibility

- A. KORCOS members are schools and organizations as defined in Article I, Section 2, that pay a membership fee and attend meetings on a regular basis. (See Article IV, Section 2 below)
- B. The overseas school applying for membership must be verifiable and legitimate.

SECTION 2: Responsibility

- A. KORCOS Board Representatives are required to familiarize themselves with the KORCOS Constitution and the duties and responsibilities of a KORCOS Board Representative as defined by the KORCOS Constitution.
- B. KORCOS Board Representatives must register their complete names, positions, email addresses and contact phone numbers through KORCOS Communications Officer.
- C. KORCOS Board Representatives are required to attend each bi-monthly meeting either in person or in virtual presence.

SECTION 3: Member Rights and Responsibilities

Each KORCOS full-member school is entitled to a maximum of two (2) votes. Member schools may select in the month of May, two (2) KORCOS Board Members (henceforth referred to as “Representative”) to represent their school. One administrator and one teacher is preferred though not required. The Representatives agree to adhere to the following responsibilities:

- A. Attend board meetings regularly as scheduled by the KORCOS Executive Board. At least one (1) representative from each member institution is expected to attend at minimum four (4) meetings, either in person or online (via videoconferencing), during the academic year from August to June of the following calendar year;
- B. Be the communication conduit between KORCOS and the member institution or organization and as such, work to encourage and facilitate communications between KORCOS and all member institutions or organizations;
- C. Disseminated to the organization or institution represented, at the soonest possible time, information from KORCOS. This includes, but is not limited to:
 - i. Information pertaining to the annual KORCOS conference

- ii. Professional development opportunities
 - iii. Available grants
 - iv. Job-Alike Meetings
- D. Serve as contact representative for KORCOS to availability of venues, rooms, furniture, appliances and such other applications that may be borrowed or used by KORCOS for professional learning or development activities;
- E. Represent the member institution at any KORCOS related event and act for the mutual benefit and interest of KORCOS and the represented member institution;
- F. Receive official KORCOS conference information from organizers and immediately share it with the member institution or member organization and provide necessary feedback at the soonest possible time;
- G. Be the empowering and encouraging voice of KORCOS and its vision, mission and purpose to the community of the representing member institution

SECTION 4: Membership Types¹

A. Full Membership

1. Full Membership is open to overseas schools supporting the vision, objectives and purposes (see Articles I, II) of KORCOS.
2. Full Membership allows all faculty and staff of the member institution or organization attendance and participation in KORCOS professional development and professional learning activities.
3. Full Membership grants eligibility to apply for KORCOS grants.
4. Full membership grants voting privileges at board meetings.

B. Associate Membership: Group

1. Group Associate Membership is open to schools, institutions, and organizations supporting the vision, objectives and purposes (see Articles I, II) of KORCOS.
2. Group Associate Membership allows attendance of five (5) delegates in annual conferences.
3. Group Associate Membership allows limited voting privileges at board meetings (see Article IV Section 4).

C. Associate Membership: Individual

1. Individual membership allows attendance at KORCOS' annual conferences and KORCOS PD activities at the same cost as KORCOS member schools.

¹ Membership cost and fees for each type of membership can be found on the Membership Application Form found on the KORCOS website.

2. Individual members will remain apprised of all events and will receive updates through KORCOS email communications.
3. Only member schools with voting rights will attend General Board meetings. No voting rights are granted to individual members.

SECTION 5: Term

The term of membership shall be yearly, from August 1 through July 31.

SECTION 6: Termination of Membership

The membership of an overseas school shall cease under any of these circumstances:

- A. Failing to pay subscriptions, after three (3) notices;
- B. Ceasing to meet the eligibility criteria;
- C. Intentionally acting against the interests and character of KORCOS.

ARTICLE V: OFFICERS

SECTION 1: Officers

The President Emeritus is a permanent honorary position. The Officers of KORCOS that composes the Executive Board shall be: President, Vice President, Director of Communications, Director of Information Technology and Director of Finance as elected by the KORCOS General Board members.

SECTION 2: Executive Board Eligibility

In order to be eligible for the Executive Board, the candidate must meet the following criteria:

- A. Be a KORCOS representative of a full-member school;
- B. Have attended at minimum of 51% of the KORCOS Board Meetings before the elections
- C. Have been an active and intentional supporter of KORCOS vision, mission and objectives as outlined in Articles I and II.
- D. Candidates must pass a reference check from the Heads of Schools (or of equivalence) of any and all overseas institutions within Korea that they have worked for.

SECTION 3: Term of Office and President Emeritus Title

The Officers of KORCOS shall be elected to a term of office for one year commencing August 1 and ending July 31. The honorary Emeritus title is vested upon KORCOS Presidents with at least 10 years of devoted service to KORCOS.

SECTION 4: Vacancies on the Board

Vacancies on the KORCOS Board shall be filled by the Board following the same procedure for electing officers listed under Section I. Officers may be removed during the term for neglect of duties, incompetence, or abuse of position.

ARTICLE VI: LIABILITIES OF MEMBERS

KORCOS is an organization of schools, and board members and officers act merely as representatives of their schools. In the event of a legal claim against the organization, any officer or board member acting on behalf of the organization, all action will be considered on an individual basis to determine the most appropriate course of action.

Article VIII: Periodic Review and Amendment

SECTION 1: Automatic Review

The KORCOS Constitution shall undergo an automatic review by the Executive Board every three years, with the review cycle commencing in September of the school year. The purpose of this review is to ensure that the constitution remains relevant, effective, and aligned with the evolving needs and dynamics of the KORCOS community.

SECTION 2: Executive Board Responsibilities

During the automatic review, the Executive Board shall comprehensively assess each article and provision of the constitution. This assessment shall include but is not limited to, evaluating the effectiveness of existing policies, addressing emerging challenges, and considering proposals for improvement.

SECTION 3: Proposal for Changes

Upon completion of the review, any proposed changes, amendments, or additions to the constitution shall be documented by the Executive Board. The proposed changes should be clear, concise, and accompanied by a rationale outlining the necessity for each modification.

SECTION 4: Member School Vote

The Executive Board shall present the proposed changes to the full member schools for consideration. The presentation of proposed changes should occur no later than the end of the same school year in which the automatic review commenced. Member schools shall have a reasonable period to review and discuss the proposed changes before casting their votes.

SECTION 5: Voting Process

The voting process for the proposed changes shall be conducted in a manner that allows each member school to express its opinion. The Executive Board may utilize electronic or other secure means to facilitate the voting process, ensuring that it is accessible and transparent.

SECTION 6: Approval and Implementation

For a proposed change to be approved, a majority vote by the member schools is required. Once approved, the changes shall take effect at the commencement of the subsequent school year, unless otherwise specified in the approved amendments.

SECTION 7: Emergency Amendments

In the event that urgent amendments are deemed necessary between the scheduled automatic reviews, the Executive Board reserves the right to propose emergency amendments. Such emergency amendments shall follow an expedited review and approval process, as outlined in the KORCOS bylaws.

SECTION 8: Recordkeeping

The Executive Board shall maintain a comprehensive record of all constitutional reviews, proposed changes, and amendments. This record shall be made available to the member schools upon request and shall contribute to the transparency and accountability of the constitutional amendment process.

This Article VII of the KORCOS Constitution shall serve as a framework for ensuring the continuous relevance and adaptability of the constitution to the needs of the KORCOS community.

ARTICLE VIII: DISSOLUTION OR LIQUIDATION

No part of KORCOS assets shall insure to the benefit of any member, officer, or any private individual nor shall they be entitled to share in the dissolution or liquidation. In the event of dissolution or liquidation, all assets shall be transferred to an organization chosen by the KORCOS Board for charitable or educational use.

ARTICLE IX: AMENDMENTS

The following decisions require a two-thirds majority vote from a quorum of 25 percent of full member institutions:

- A. removal of an officer during the term of office;
- B. removal of a school from membership;
- C. dissolution of the KORCOS organization;
- D. amendments to this constitution.

Motions calling for any of the above four measures must be submitted in person at a KORCOS General Board meeting.

ARTICLE X: FUND HOLDING

- A. KORCOS funds can only be spent to support the goals and purposes of KORCOS.
 - B. The funds are managed by the Director of Finance, who is accountable to the President and the KORCOS Board for any withdrawals on behalf of KORCOS.
 - C. Emergency disbursements may only be done with the approval of a quorum of 25 percent of full member institutions.
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BY-LAWS

ARTICLE I: ADDRESS

The business address shall be chosen by the KORCOS Executive Board.

ARTICLE II: MEETING

- A. The KORCOS Board shall hold a minimum of four (4) Executive Board meetings and a minimum of four (4) General Board meetings during the school year (August to June).
- B. KORCOS Committees shall summon their own meetings as needed with reports rendered to the Executive Board.
- C. The KORCOS Board may request an emergency meeting as needed.

ARTICLE III: QUORUM

A quorum of the KORCOS Board will consist of representatives from at least 25 percent of full member institutions.

ARTICLE IV: PROCEDURES

Meetings of KORCOS will be conducted according to the most recent edition of [Robert's Rules of Order](#).

ARTICLE V: VOTING

In order for a motion to pass, the President recognizes the motion which must be supported by a member who seconds the motion. According to the Robert's Rules of Order:

The usual method of taking a vote is viva voce (by the voice). The rules require this method to be used in Congress. In small assemblies the vote is often taken by "show of hands," or by "raising the right hand" as it is also called. The other methods of voting are by rising; by ballot; by roll call, or "yeas and nays," as it is also called; by general consent; and by mail. In voting by any of the first three methods, the affirmative answer aye, or raise the right hand, or rise, as

the case may be; then the negative answer no, or raise the right hand, or rise. (Robert's Rules of Order, Fourth Edition)

When a quorum (25 percent of Full Member Institutions) is present (physically or virtually), a majority vote, meaning a majority of the votes cast, [is] sufficient for the adoption of any motion that is in order, except [those mentioned in which require a two-thirds vote](#) of Full Member Institutions (See Appendix 1).

APPENDIX

Appendix 1

Motions Requiring a Two-thirds Vote.

<i>Amend (Annul, Repeal, or Rescind) any part of the Constitution, By-laws, or Rules of Order; previously adopted; it also requires previous notice</i>	<u>68</u>
<i>Amend or Rescind a Standing Rule, a Program or Order of Business, or a Resolution, previously adopted, without notice being given at a previous meeting or in the call for the meeting</i>	<u>37</u>
<i>Take up a Question out of its Proper Order</i>	<u>22</u>
<i>Suspend the Rules</i>	<u>22</u>
<i>Make a Special Order</i>	<u>20</u>
<i>Discharge an Order of the Day before it is pending</i>	<u>20</u>
<i>Refuse to Proceed to the Orders of the Day</i>	<u>20</u>
<i>Sustain an Objection to the Consideration of a Question</i>	<u>23</u>
<i>Previous Question</i>	<u>29</u>
<i>Limit, or Extend the Limits, of Debate</i>	<u>30</u>
<i>Extend the Time Appointed for Adjournment or for Taking a Recess</i>	<u>20</u>
<i>Close Nominations or the Polls</i>	<u>25</u>
<i>Limit the Names to be Voted for</i>	
<i>Expel from Membership: it also requires previous notice and trial</i>	<u>75</u>
<i>Depose from Office: it also requires previous notice</i>	
<i>Discharge a Committee when previous notice has not been given</i>	<u>32</u>
<i>Reconsider in Committee when a member of the majority is absent and has not been notified of the proposed reconsideration</i>	<u>36</u>