



## **CHAPTER V (EXECUTIVE OFFICE)**

### **Article 31 (Executive Office Organization)**

#### **Section 1: (Composition of the Executive Office)**

The Executive Office of the Corporation shall consist of the President, Senior Vice President, Elected Vice President, General Secretary, Chief Financial Officer, and department heads. However, in joint meetings and other official meetings, the membership of the Executive Office shall be limited to the five designated members: President, Senior Vice President, Elected Vice President, General Secretary, and Chief Financial Officer.

#### **Section 2: (Addition of Officers and Departments)**

If necessary, additional officers and departments may be added to the Executive Office by resolution, subject to approval by the Board of Directors.

### **Article 32 (President)**

#### **Section 1 (General Authority)**

The President, under the oversight of the Board of Directors, shall represent the Corporation and oversee, direct, and manage its day-to-day activities, business, and affairs. The President shall have the authority to make decisions regarding daily operations; however, major business decisions require the review and approval of the Board of Directors. The President is responsible for ensuring that the Corporation operates in alignment with the policies and goals set by the Board.

#### **Section 2 (Appointment and Dismissal of Executive Officers and Employees)**

The President of the Corporation may appoint or remove Executive Officers, excluding elected officers, and, in accordance with employment contracts and applicable laws, may hire, supervise,



and dismiss all employees. However, all appointments or dismissals must be approved by the Board of Directors.

**Section 3 (Business Strategy and Advisory Committee)**

The President shall be responsible for establishing and implementing the Corporation's business strategies and budget. If necessary, the President may establish an advisory committee to provide guidance on the planning and execution of the Corporation's activities.

**Section 4 (Execution of Contracts)**

The President shall execute contracts and agreements on behalf of the Corporation; however, the execution of major contracts shall be subject to the review and approval of the Board of Directors and the approval of the General Assembly. Major contracts shall refer to those specified in Article 17 (Resolution of Agenda), Section 2 (Scope of Authority and Duties of the General Assembly) of the Bylaws.

**Section 5 (Legal and Regulatory Compliance)**

The President shall be responsible for preparing and submitting the Corporation's tax returns, annual reports, and all other required filings to maintain the Corporation's non-profit status with relevant authorities. Additionally, the President shall ensure compliance with all legal and regulatory requirements specified by government agencies in the United States, the Republic of Korea, and any other relevant countries.

**Section 6 (Delegation of Duties)**

The President shall have such additional powers and duties as specified by resolutions of the Board of Directors or the Corporation's Bylaws and may delegate authority and responsibilities with the consent of the Board.

**Section 7 (Appointment of Directors)**

The President shall appoint the number of directors as specified in Article 18 (Composition of the Board), Section 2 (Election of Directors), Clause 1 (President-Appointed Directors) of the Bylaws.



**Section 8 (Complying with Audits)**

The President shall comply with requests from the Board of Directors or auditors, as approved by the Board, for audits of the Corporation's business and finances.

**Section 9 (Compliance with Non-Profit Regulations)**

The President and other officers shall ensure that the Corporation does not engage in activities prohibited under Section 501(c)(3) of the Internal Revenue Code or any future regulations for tax-exempt organizations.

**Section 10 (Public Representation and Advocacy)**

The President shall actively represent the Corporation in public forums and advocacy efforts, promoting its mission and vision. The President shall build strong relationships with key stakeholders, including leaders in mainstream society, policymakers, donors, diverse ethnic communities, and partner organizations. Through engagement with influential figures beyond the Korean community, the President shall work to increase the Corporation's visibility, credibility, and impact.

**Section 11 (Active Participation and Networking)**

The President shall actively engage in local community issues and build relationships with social, political, and other influential leaders in mainstream society to advance the Corporation's interests and strengthen its public image. However, the President shall maintain the Corporation's political neutrality and refrain from engaging in activities that represent the interests of any particular political party or individual.

**Article 33 (Executive Vice President)**

**Section 1 (General Authority)**

In the event of the President's absence, incapacity, or inability to perform duties due to legal, medical, or other unavoidable circumstances, the Executive Vice President shall assume all the powers and responsibilities of the President. In such cases, the Executive Vice President shall exercise the full authority of the President, subject to limitations as specified in the Bylaws and



the resolutions of the Board of Directors. The determination of the President's incapacity shall be made by a majority vote of the Board of Directors or through an official legal or medical assessment.

### **Section 2 (Powers and Duties)**

The Executive Vice President may be granted additional powers and duties as specified in the Bylaws or by resolutions of the Board of Directors. Furthermore, upon the request of the Board, the Executive Vice President may participate in key strategic decision-making processes.

### **Section 3 (Daily Operations and Task Management)**

The Executive Vice President shall oversee the daily operations of the Corporation, implement key policies, and be responsible for the overall management of the Corporation, including tasks delegated by the President. Specifically, the Executive Vice President shall lead the development and implementation of mid- to long-term strategic initiatives to ensure the Corporation's success. Additionally, the Executive Vice President shall collaborate closely with key departments and executives to maximize sustainable growth and operational efficiency.

## **Article 34 (Vice President)**

### **Section 1 (Duties)**

The Vice Presidents of the Corporation shall perform key operational functions under the direction and supervision of the President and shall be responsible for advancing major policies and initiatives. Each Vice President may be assigned to a specific area (e.g., operations, finance, external relations) and may lead major projects as determined by the Board of Directors. The scope of each Vice President's responsibilities and role shall be clearly defined by the Board of Directors.

### **Section 2 (Powers and Duties)**

The Vice Presidents shall exercise the powers and duties prescribed by the Bylaws or resolutions of the Board of Directors. They shall be responsible for developing and implementing strategic initiatives to achieve the Corporation's objectives. Additionally, the Vice Presidents shall carry



out major policies and initiatives with the President's approval and cooperate closely with the President to ensure continuity in operations of the Corporation. In the event of the President's absence, the Vice Presidents may act in their place, subject to limitations defined by the Board of Directors.

## **Article 35 (Secretary-General)**

### **Section 1 (Duties)**

The Secretary-General shall oversee the Corporation's key operational functions under the direction and supervision of the President and shall be responsible for administration, finance, human resources, and other essential operations.

### **Section 2 (Administration and Oversight)**

The Secretary-General shall supervise the Corporation's daily administrative functions and coordinate the activities of the administrative office to ensure smooth internal operations. Additionally, the Secretary-General shall comply with the directives of the Board of Directors and the President, ensuring that administrative and operational procedures align with the Corporation's strategic goals.

### **Section 3 (Powers and Duties)**

The Secretary-General shall exercise the powers and duties prescribed by the Bylaws or resolutions of the Board of Directors and shall report to the President and the Board as needed. Furthermore, the Secretary-General is responsible for ensuring the proper implementation and oversight of internal policies and regulations.

## **Article 36 (Corporate Accountant)**

### **Section 1 (Financial Oversight)**

The Corporate Accountant shall perform the Corporation's general accounting and bookkeeping tasks under the direction of the President, with oversight by the Finance Committee chair, ensuring compliance with financial policies and internal regulations.



## **Section 2 (Financial Records and Reporting)**

The Corporate Accountant shall:

1. Handle daily accounting tasks, including recording income and expenses, processing invoices, payroll management, and tax filing.
2. Maintain accurate financial records and ensure transparency in all transactions by documenting them in a clear and accessible manner.
3. Use a Board-approved accounting system to document and regularly update all financial activities.
4. Provide financial statements or reports upon request by the President, Finance Committee chair, Board of Directors, or auditors.

## **Section 3 (Management of Funds)**

The Corporate Accountant shall:

1. Be responsible for depositing and managing corporate funds in Board-designated financial institutions.
2. Support financial operations, including payroll processing and disbursement of funds, under the direction of the Finance Committee chair.
3. Ensure that all expenditures adhere to approved budget limits.
4. Organize financial records to provide necessary data for the Finance Director's financial decision-making.

## **Article 37 (Terms)**

### **Section 1 (Term of the President)**

The term of the President of the Corporation shall be two years, commencing on January 1st of the year in which the term begins and ending on December 31st of the year in which the term concludes. The President may serve subsequent terms, either through reappointment or reelection.

### **Section 2 (Term of Executive Officers)**



The term of Executive Officers shall coincide with the President's term, and those appointed during the President's term shall serve until the end of the President's current term.

### **Section 3 (Vacancy and Succession)**

If a vacancy occurs during an Executive Officer's term, the President shall appoint a successor. The successor's term shall begin on the date of the vacancy and end when the predecessor's term would have concluded.

### **Section 4 (Continuation of Duties)**

Executive Officers shall continue performing their duties until the successor officially assumes office, even if their term has expired.

## **Article 38 (Resignation)**

An Executive Officer may resign by submitting a written notice of resignation to the President or the Secretary of the Corporation, and the resignation shall take effect immediately upon receipt of the notice. However, if a specific date or time is specified in the notice, the resignation shall take effect from that date and time. In the event of a resignation, a successor shall be elected in accordance with Article 40 (Vacancy) of the Bylaws.

## **Article 39 (Removal)**

### **Section 1 (Discretionary Authority to Remove)**

The President of the Corporation shall have the authority to remove any Executive Officer, excluding elected officers, and may seek the approval of the Board of Directors if deemed necessary.

### **Section 2 (Grounds for Removal)**

The Board of Directors may remove any officer for reasons specified in Sections 1 through 8 of Article 83 (Impeachment and Disciplinary Matters), including criminal offenses, legal violations, and unlawful conduct.



### **Section 3 (Objection to Removal)**

1. A removed officer may submit a written objection and request mediation from the Mediation Commission within ten (10) days of receiving the removal notice.
2. The Mediation Commission shall complete the mediation process and notify the removed officer of its decision within thirty (30) days of receiving the request. If the mediation process is delayed due to circumstances beyond reasonable control, the Mediation Commission may extend the deadline with Board approval.
3. During the mediation process, the officer's duties shall be suspended, and they shall not participate in official meetings or decision-making.
4. If the mediation does not result in reinstatement, the removal shall be considered final.

## **Article 40 (Vacancies)**

### **Section 1 (Vacancies of Executive Offices)**

Vacancies in the Executive Office, arising from resignation, removal, disqualification, or any other cause, shall be filled in accordance with the procedures prescribed in the Bylaws for the election and appointment of officers.

### **Section 2 (Appointment to Fill Vacancies)**

The Executive Office may elect an officer to fill any vacancy at any time, and must fill such vacancy within thirty (30) days of its occurrence. If it is not possible to fill the vacancy within thirty (30) days due to unavoidable circumstances, the Board of Directors may appoint an interim officer.