

The KOREA-AMERICA HOSPITALITY & TOURISM EDUCATORS ASSOCIATION

MISSION STATEMENT

The Korea-America Hospitality & Tourism Educators Association (KAHTEA) fosters academic and professional collaboration and networking between hospitality and tourism educators and industry professionals in both Korea and America.

CONSTITUTION & BY-LAWS

CONSTITUTION

Article I: Name

The name of this organization shall be the Korea-America Hospitality & Tourism Educators Association (KAHTEA).

Article II: Purpose & Programs

Section 1. Purpose

The purpose of the organization shall be to promote, support, and recognize professional leadership for hospitality & tourism educators in Korea and America by:

- a. Serving its members as a resource for professional development, networking, recruitment, and education;
- b. Sharing the reservoir of knowledge, experiences, and skills that exist among the members with Korean entrepreneurs and leaders in the hospitality and tourism industry for their viability and advancement;
- c. Developing partnerships with other professional associations that promote hospitality and tourism education; and
- d. Encouraging and promoting research, teaching, and services among members.

Section 2. Programs

The KAHTEA will conduct the following programs:

- a. Host an annual conference on contemporary market trends and issues pertinent to the hospitality and tourism industry;
- b. Publish and distribute scholarly and industry publications and conference proceedings;
- c. Assist educator's exchange program information for its members;
- d. Develop networking opportunities for hospitality and tourism educators and industry professionals; and
- e. Enhance the presence of Korean culture and tourism to global communities.

Article III: Membership

Section 1.

Membership in the Association shall include those engaged in hospitality, tourism, park, recreation, leisure-related education, and businesses.

Section 2.

Membership may include individuals or organizations interested in the purpose of the Association as prescribed in the By-Laws (See Article I. Section 1).

Section 3.

The Association may elect honorary members.

Section 4.

There will be five membership categories (i.e., Academic members, Associate members, Industry members, Student members, and Honorary members) supplemented in By-laws Article I.

Article IV: Officers

Section 1.

The elected officers shall be: the President, the President-Elect, and the Immediate Past-President.

Section 2.

The appointed officers shall be: the Vice-President, the General Secretary, the Treasurer, and the Chief Administrative Officer.

Article V. Board of Directors

Section 1.

There shall be a Board of Directors composed of the three elected officers, the directors of committees, the Vice-President, the General Secretary, the Treasurer, and the Chief Administrative Officer.

Section 2.

The Board of Directors shall be the principal body of policy-making and implementation of such policies of the Association.

Section 3.

The President shall be the presiding officer of the Board of Directors. The Board of Directors shall convene at the call of the President to transact business for the successful operation of the Association.

Article VI: Organization & Structure

Section 1.

The purpose and business of the Association shall be effective through the Board of Directors and the business meetings of the membership.

Section 2.

The Association shall be comprised of committees as prescribed in the By-Laws Article V.

Article VII: Meetings

Section 1.

The Association shall hold an annual meeting to conduct the business of the organization.

Section 2.

The time and place of the annual meeting shall be determined by the Board of Directors.

Section 3.

The Board of Directors shall meet as prescribed in the By-Laws Article VI. Section 1.

Article VIII. Fiscal Year

Section 1.

The fiscal and administrative year of the Association shall begin on the end date of conference and shall end on the end of conference. The membership year shall begin on July 1 and shall end the following June 30.

Section 2.

Membership shall remain continuous for the current member if membership due is paid and authorized within the calendar year.

Article IX. Amendments

Section 1.

This constitution may be altered or amended by a two-thirds vote of the members present at the annual business meeting or at a special meeting called for that purpose.

Article X. Resolutions

Section 1.

Resolutions may be presented and acted upon at any session of the annual business meeting of the Association.

BY-LAWS

Article I. Membership & Dues

Section 1. Classification

- a. Academic members
Anyone who is actively engaged in a teaching, administrative, or supervisory position in the hospitality and tourism disciplines or closely related fields in public or private institutions shall be eligible to become an active member.
- b. Associate members
Membership shall be open to any person or group interested in supporting the purpose of the Association.
- c. Industry members
Membership shall be open to any business organization interested in supporting the purpose of the Association.
- d. Student members
Students currently enrolled in colleges, universities, or other educational institutions are eligible to become student members of the Association. Student members shall not have the right to vote or hold office in the Association.
- e. Honorary members
Persons who have made outstanding contributions to the Association and hospitality and tourism education may be awarded honorary membership upon approval by the Board of Directors.

Section 2. Voting and Holding Office

- a. Only academic members have the right to vote or hold an elected office in the Association.

Section 3. Dues

Dues will be determined and voted on at the Annual Meeting and will be effective for the membership year.

- a. Academic members
- b. Associate members & industry members
- c. Graduate student members
- d. Undergraduate students
- e. Honorary members shall be exempt from payment of dues.
- f. Any member whose dues are in arrears shall be dropped from the roll. Members who have been dropped may be reinstated at any time by paying in advance one year's dues.

Article II. Officers

Section 1. Nominating Committee and Nomination Process

- a. The Board of Directors shall appoint a Nominating Committee no later than January 15 of each election year. The Chair of the Nominating Committee shall publish a formal call for nominations through the Association's official communication channels, including the newsletter and website, by January 31.
- b. The nomination submission period shall commence on February 1 and conclude on March 15. Nominations must close at least 14 days prior to the first day of the annual conference. All nominations must be submitted through the Association's designated online platform to be considered valid.
- c. On-site nominations during the Annual Conference or any other events shall be prohibited. Only nominations received through the pre-registration process within the specified timeline shall be eligible for consideration.
- d. Upon confirming nominees' intent to serve, the Nominating Committee Chair shall publish all candidates' statements and biographical materials on the Association's website or email newsletters before the first day of the annual conference for member review.

Section 2. Election Procedures

- a. The election for the office of President shall be conducted during the business meeting of the annual conference. Only in-person voting by registered attendees present at the annual conference shall be carried out.
- b. The Chair of the Nominating Committee shall prepare and distribute ballots in a format ensuring secret voting.
- c. The Nominating Committee Chair or the Committee Member shall oversee the vote-counting process, which shall be conducted by at least two auditors designated by the Board of Directors. These auditors shall verify the integrity and accuracy of the vote count and submit their findings to the Chair.
- d. Official results, confirmed by the Board of Directors, shall be announced to all attendees on-site and be communicated to the entire membership via email and published on the Association's official website within 30 days following the election.

Section 3. Terms

- a. The terms of the President shall be two years and shall be eligible for reappointment once.
- b. The terms of all appointed officers shall be two years and serve no more than two consecutive terms in the office to which appointed.
- c. All officers shall enter upon their duties at the beginning of the administrative year.

Section 4. Vacancies

- a. The Board of Directors shall make an interim appointment to fill any such office for the

unexpired term.

Article III. Duties of the Elected Officers

Section 1. President

It shall be his or her duty to preside at meetings of the Board of Directors and at the Annual Business Meetings, to formulate policies and to fulfill the chartered obligations and purposes of the Association. After his or her term the President shall become the immediate Past-President for a one-year term.

Section 2. Past President

Retiring president shall serve as Past President until his/her successor enters upon duties.

Section 3. President Elect

The President Elect shall attend all meetings of the Association including Annual Business Meeting and the Board of Directors and assist and consult with the President on duties.

Article IV. Duties of the Appointed Officers

Section 1. Vice-President

If the role of President shall become vacant, the Vice-President shall thereupon become President for the remainder of the President's term. The Vice-President shall preside at all meetings when the President is absent.

Section 2. General Secretary

The General Secretary shall keep a record of all meetings of the Board of Directors and Annual Business Meetings and shall have the minutes of these meetings available to all members. He/she shall also serve as membership secretary for the Association and report to the Board of Directors.

Section 3. Treasurer

The Treasurer:

- a. shall report to the Board of Directors the receipts and expenditures at each regular meeting of the Board;
- b. shall maintain records of the financial accounts and submit them for audit;
- c. shall prepare the audit report to be included in the printed annual report; and
- d. shall be responsible for the collection of dues from the membership.

Section 4. Chief Administrative Officer

The chief administrative officer shall be in charge of initiating and revising policies and programs. The officer shall coordinate and broadly supervise the implementation of the policies and programs. He/she shall also perform any special duties the Board of Directors requests.

Article V. Committees

Section 1.

The basic committee structure for the Association shall include the following six committees:

- a. Member Services. The committee shall maintain and promote membership.
- b. Marketing & Industry Relations. The committee shall be responsible for developing and implementing marketing programs including creating newsletters.
- c. Research. The committee shall promote inter/multidisciplinary research in the fields. The committee shall disseminate research opportunities to the members and maintain records of research projects and publications. The director of the research committee shall be appointed as the chair of the KAHTEA Conference Paper Review Committee.
- d. Education & Scholarship. The committee shall promote and assist in exchanging members' scholarships and shall be responsible for designing and implementing training programs. The committee shall review and recommend students deserving of scholarships to the Board of Directors for approval.
- e. Budget & Finance. The committee shall comprise of the president, president-elect, the committee directors and two committee members. The committee shall monitor the financial condition of the Association and report periodically to the Council.
- f. Conference. The committee shall plan and call an annual meeting of the association.

Section 2.

The director of each committee shall be appointed by the President. In addition, upon nominations by the committee Director, the Board of Directors may appoint two additional persons to the committee. The President may appoint subcommittees as necessary or as recommended by the Board of Directors. Each committee shall consist of at least three members.

Section 3.

The director of each committee shall submit an annual report of activities to the Board of Directors.

Article VI. Business Meetings

Section 1.

The Board of Directors shall call a business meeting, open to all members of the Association in good standing, to convene during the Association's annual conference.

Section 2.

The Annual Business Meeting may consider resolutions and proposals submitted by Committees or by a petition of the membership, concerning the affairs of the Association.

Section 3.

If approved by a majority of the members voting, the resolutions and proposals shall be effective and binding on the Association.