

# Korea Advanced Institute of Science and Technology

## Rules of Faculty Mutual Aid Society

Revised as of May 20, 2013

### ARTICLE 1 NAME

This association shall be named Faculty Mutual Aid Society (hereinafter referred to as Mutual Aid Society) of the Korea Advanced Institute of Science and Technology (hereinafter referred to as KAIST)

### ARTICLE 2 PURPOSE

This association aims to promote mutual aid among its members.

### ARTICLE 3 LOCATION

This Mutual Aid shall be located within the KAIST main campus.

### ARTICLE 4 MEMBERS

Members of this Mutual Aid shall be full-time faculties of the KAIST.

### ARTICLE 5 ORGANIZATION

This Mutual Aid shall have a chair, a vice chair, a general manager, operating committee members, and an auditor.

### ARTICLE 6 CHAIR

1. The chair of this Mutual Aid Society shall be assumed by the chair of the KAIST Faculty Council. He or she shall take responsibility for the general management and serve as the chair of the operating committee.
2. In the absence of the chair, the vice chair shall act as proxy.
3. The term of the chair for this Mutual Aid shall match that for the Faculty Council.

### ARTICLE 7 GENERAL ASSEMBLY

1. The general assembly, comprised of all members of this Mutual Aid Society, shall be the highest decision-making body and held once a year. This general assembly may be convened in parallel with that for the Faculty Council by resolution of the operating committee.
2. A special assembly can be convened by either resolution in the operating committee, or request of at least one third of the members, or by the chair.
3. The opening and resolutions of the general assembly shall be made by the same rules as of the Faculty Council.

### ARTICLE 8 FUNCTIONS OF GENERAL ASSEMBLY

1. The functions of the general assembly shall be as follows:
  - 1) Approval of business plan
  - 2) Approval of budget and settlement of account
  - 3) Resolution on this Mutual Aid Society's dissolution
  - 4) Revision of rules
  - 5) Other important matters for operation of this Mutual Aid

### ARTICLE 9 OPERATING COMMITTEE MEMBERS

1. The chair shall appoint operating committee members by taking their departments into account. The number of the operating committee members which includes

- the chair, vice chair, general manager, shall be less than or equal to ten.
2. The term of operating committee members shall be one year from the first day of March each year to the end of February of the following year.

**ARTICLE 10 OPERATING COMMITTEE**

1. The operating committee shall make decisions on the overall matters delegated by the general assembly.
2. The operating committee shall establish guidelines on management of the fund of this Mutual Aid Society.
3. The operating committee meetings can be convened by the chair or the auditor.
4. Resolutions shall be made by agreement of more than half of the members. If the number of votes in favor and against is the same, the chair shall make the decision.
5. The resolutions of the operating committee can be done by postal vote.

**ARTICLE 11 AUDITOR**

1. The auditor of this Mutual Aid Society shall be assumed by the auditor of the Faculty Council. The auditor can audit on a regular or irregular basis and may convene an operating committee if necessary.
2. The term of the auditor shall match that of the Faculty Council.

**ARTICLE 12 GENERAL MANAGER**

1. This Mutual Aid Society shall have one general manager to assist the chair in overseeing and executing the tasks.
2. The general manager shall be a member of the operating committee.

**ARTICLE 13 FUNDING**

1. The funding for this Mutual Aid Society shall be as follows:
  - a. Membership fees;
  - b. Contributions and donated assets
  - c. Other income.
2. Membership fees shall be deducted from members' salaries each month and shall be determined by the operating committee within the range not exceeding 0.5 percent of the payment to a full professor at rank 1.

**ARTICLE 14 BENEFITS**

If a member who has been paying membership fees has any of the following occasions, this Mutual Aid shall provide a given amount of money as below, where the base is the monthly deduction from the members and shall be determined by the operating committee:

1. Death of a parent of a faculty or his/her spouse (Up to 60 times);
2. Resignation or retirement of a faculty (Up to 60 times for those having worked for KAIST for over 10 years; and in proportion to their years of employment for those who have worked for the KAIST for less than 10 years);
3. Marriage of a faculty (once); marriage of a child (first marriage only) and decease of a child (from age of elementary school to before marriage) (Up to 30 times);
4. Death of a faculty or his/her spouse (Up to 500 times);
5. Gift for a faculty's child upon graduation from high school (Up to 10 times; the same applies to children of former members who passed away while working for the KAIST);
6. Childbirth to a faculty (Up to 10 times);
7. Other benefits can be offered when the operating committee makes a resolution (Up to 200 times)

**ARTICLE 15 PAPERWORK FOR BENEFITS**

1. Any member wishing to receive benefits shall submit Form 1 to show types of benefits and documentary evidence.

2. The Form1 must be filed within three years from the date of occurrence.
3. The payment details shall be kept by the Mutual Aid Society for at least three years.

**ARTICLE 16 MANAGEMENT OF FUND**

This Mutual Aid Society's fund shall be deposited in bank accounts and careful bookkeeping of cash flow shall be done.

**ARTICLE 17 FISCAL YEAR**

The fiscal year of this Mutual Aid shall commence on the first day of March each year and end at the end of February of the following year.

**ARTICLE 18 REPORT OF SETTLEMENT OF ACCOUNT**

The chair shall report managements of the fund to the general assembly by the end of February each year.

**ARTICLE 19 JOINING AND WITHDRAWAL**

1. Joining:
  - 1) A faculty shall join this Mutual Aid Society, if he/she wants, within one year after his/her new appointment to the KAIST.
  - 2) When a faculty who has been with the KAIST for some time joins this Mutual Aid, he/she shall wait one year before getting benefits.
2. Withdrawal: A beneficiary shall not, in principle, withdraw from this Mutual Aid except in the event of his/her resignation or retirement.

**ARTICLE 20 REVISION OF RULES**

Revision of rules of this Mutual Aid Society can be proposed by either at least one sixth of the whole members or more than half of the operating committee and finalized by either voting at the general assembly or postal vote or electronic voting. Voting at the general assembly requires presence of more than half of the whole members and agreement of at least two thirds of the present members. Postal vote or electronic voting requires voting by more than half of the whole members and agreement by at least two thirds of the voters. Revision shall be agreed by at least one tenth of the whole members.

## **SUPPLEMENTARY PROVISIONS**

1. These Rules shall begin as of the first day of January 1993. The initial monthly fees shall be paid no later than the first day of January 1993 for more efficient operations.
2. Among the first operating committee members appointed according to these Rules, the term of a half of them shall last until the last day of February 1994 and that of the remaining half until the last day of February 1995.
3. The auditor of the Faculty Council shall assume the auditor of this Mutual Aid Society, with his/her term lasting until the last day of February 1994.
4. These Rules shall take effect as of the date of revision (November 10, 1997).
5. Article 19 of these Rules shall take effect upon the resolution at the general assembly (February 10, 1999).
6. These Rules shall take effect as of the date of revision (February 26, 2004).
7. These Rules shall take effect as of the date of revision (May 20, 2013).

# Korea Advanced Institute of Science and Technology Faculty Council

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## Operation Guidelines for Mutual Aid Society

### **I. Amount and method of deduction**

1. The amount deducted : 10,000 Korean won(KRW hereinafter)
2. 10,000 KRW shall be deducted from members' salaries each month.

### **II. Payment method of mutual aid benefits**

1. The amount of benefits shall be as below, which has been determined as of February 2004:
  - Death of a parent of a faculty or his/her spouse: 600,000 KRW
  - Resignation or retirement of a faculty: 600,000 KRW  
(For those who have worked for the KAIST for over 10 years; and in proportion to their years of employment for those who have worked for less than 10 years)
  - Marriage of a faculty, marriage of a child and decease of a child: 300,000 KRW
  - Death of a faculty: 5,000,000 KRW
  - Death of a faculty's spouse: 5,000,000 KRW
  - Gift for a faculty's child upon graduation from high school: 100,000 KRW
  - Childbirth to a faculty: 100,000 KRW
  - Other benefits can be offered when the operating committee makes a resolution: 2,000,000 KRW

### **III. Management of funding**

1. This Mutual Aid shall operate no fund other than the amounts deducted regularly from the members' salaries. The operating committee shall decide how to manage the fund.
2. Deposits to bank accounts shall be distributed so that each deposit may not exceed the safety limit.

Supplemented in October 1992 and December 10, 1992

Supplemented in April 1995

Supplemented in November 1997

Revised in February 2004

Revised in May 2013