

# Rules of the Faculty-Staff Mutual Aid Society

Established Oct. 16, 1987	Amended Apr. 16, 1997	Amended Apr. 1, 2010
Amended Mar. 1, 1990	Amended Jun. 1, 2001	Amended Apr. 30, 2010
Amended Mar. 1, 1992	Amended Apr. 1, 2002	Amended Apr. 1, 2011
Amended May 18, 1992	Amended Jul. 29, 2002	Amended Nov. 7, 2012
Amended Apr. 1, 1993	Amended Apr. 1, 2003	
Amended Dec. 16, 1993	Amended May 1, 2004	
Amended May 1, 1994	Amended Apr. 1, 2007	
Amended Apr. 1, 1995	Amended Apr. 1, 2008	

## Chapter 1 General Provisions

Article 1 (Name) The society shall be called Faculty-Staff Mutual Aid Society of Pohang University of Science and Technology (hereinafter referred to as “Society”).

Article 2 (Purpose) The Society provides mutual aid and promotes friendship among the faculty and staff members.

Article 3 (Business) The Society shall perform the following businesses to achieve the purpose described in Article 2:

1. Payment of allowance for congratulations and condolences/parting gifts
2. Deleted
3. Other businesses determined by the board of representatives

Article 4 (Organization and Work Standard) The Society shall have a president, a secretary, a board of representatives, and an auditor. Businesses of and works related to the Society shall be executed by the President in conformity with these rules; detailed work shall be performed by the secretary as directed by the President.

## Chapter 2 Members

Article 5 (Eligibility) The following persons shall be eligible for membership in the Society and the membership period shall be from the date of employment to the date of retirement:

1. Tenured/tenure-track faculty of Pohang University of Science and Technology (visiting faculty, collegiate faculty, doctoral researchers, and teaching associates are excluded)
2. Full-time, regular staff of Pohang University of Science and Technology and POSTECH Foundation (incl. staff appointed by an outside body)
3. Full-time contract staff
4. Contract staff to be converted into regular staff in two years
5. Full-time contract researchers of the Pohang Accelerator Laboratory holding a master’s or doctoral degree

② If a full-time teaching associate wishes to join the Society, such shall be determined separately by the board of representatives.

③ The aforementioned persons must submit a Membership Agreement of the Faculty-Staff Mutual Aid Society (Attached Table 2) within 15 days from the date of employment.

Article 6 (Suspension of Eligibility) ① If the membership fee is not paid for three months or more for personal reasons, etc., the eligibility of the member in question shall be suspended; paid-up membership fees shall not be refunded.

② A person whose eligibility is suspended may not rejoin the Society.

### Chapter 3 Operation of the Society

Article 7 (Executives and Board of Representatives) To ensure the smooth operation of the Society, the following executives and board of representatives shall be in place:

1. (Executives) The Society shall have the following executives:
  - A. President: Vice President of Business Affairs (ex-officio post)
  - B. Auditor: One faculty member, one staff member
2. (Board of Representatives) The board of representatives shall consist of the following, with the President serving as chairperson of the board:
  - A. Ex-officio post: President
  - B. Elected post: Three faculty members, four staff members (three from the University, one from the Accelerator Laboratory.)
- ③ A representative shall serve two years and may serve up to two consecutive terms.
- ④ The term of office of a representative elected by supplementary vote shall be the remaining term of office of his/her predecessor.
- ⑤ A clerk shall be designated by the secretary.

Article 8 (Functions of the Board of Representatives)

① The board of

and determine the following matters:

1. Important matters concerning the establishment and execution of business plans
2. Matters concerning the amendment and abolishment of the Society's rules
3. Membership fee adjustment
4. Other matters concerning the operation of the Society

② Representatives shall be appointed by the President on recommendation by:

1. Faculty members: By Vice President of Academic Affairs
2. Staff members: By Vice President of Business Affairs
3. Representative from the Accelerator Laboratory: By Director of the Accelerator Laboratory

③ The President shall represent the Society and oversee meetings thereof.

④ The auditors shall consist of one faculty member and one staff member to be appointed by the President pursuant to Clause 2; the term of office shall be the same as that of the representatives.

⑤ The auditors may attend meetings of the board of representatives and make a statement, but shall have no voting right. However, they shall audit the operation and business of the Society and report the result to the board of representatives.

Article 9 (Calling of Meetings)

① Board of representatives meet

meetings and special ones.

② A regular meeting shall be convened by the President at the beginning of each fiscal year; an special meeting shall be convened on the demand of at least one third of the representatives, or if deemed necessary by the President.

③ Meetings shall be held with the presence of a majority of the representatives and a decision shall be made with the approval of at least a majority of the representatives present. In case of a tie, however, the decision shall be made by the President.

### Chapter 4 Creation and Management of the Fund

Article 10 (Creation of Fund) The fund of the Society shall come from the following sources:

1. Membership fee
2. Member's donation
3. Profits from profit-generating businesses
4. Other profits

Article 11 (Membership Fee) ① member shall pay KRW 20,000 each month as membership fee.

② A new member shall pay an initial fee equivalent to three months' of membership fees based on the monthly fee at the time of joining the Society.

③ Deleted (July 29, 2002)

Article 12 (Management of Fund) The fund of the Society shall be deposited to a financial institution or an institution handling funds; the secretary may not keep cash on hand.

## **Chapter 5 Payment of Allowance for Congratulations and Condolences and Parting Gifts**

Article 13 (Amount) The types and amounts of the allowance for congratulations and condolences and parting gifts shall be as described in the Attached Table 1. However, payment for each type of items shall be made only once.

Article 14 (Application and Payment) Any member eligible to receive allowance for congratulations and condolences or parting gifts shall submit an application via the POVIS system (POSTECH Vision Information System) and receive the corresponding amount.

## **Chapter 6 Loan (Deleted)**

Article 15 (Deleted)

Article 16 (Deleted)

Article 17 (Deleted)

Article 18 (Deleted)

## **Chapter 7 Budgeting and Settlement of Accounts**

Article 19 (Fiscal Year) The fiscal year of the Society shall be the same as that of the University.

Article 20 (Budgeting) The budget for annual special projects shall be reported to the board of representatives within one month before the start of a fiscal year and approved and finalized.

Article 21 (Statement of Accounts)

representatives within one month from the end of a fiscal year and approved.

② The auditors shall audit the statement of accounts and report the result to the board of representatives.

① The statement

## **Chapter 8 Amendment of the Rules of the Society**

Article 22 (Proposal) The amendment of the rules of the Society shall be proposed under the following cases:

1. When proposed by at least one-third of the representatives
2. When proposed by a jointly signed request by at least one-fourth of the representatives

Article 23 (Determination)  
of the Society.

② The rules of the Society shall be amended in accordance with Article 9, Clause 3.

① The President

### **Addendum**

These amended rules shall take effect on May 1, 1994.

### **Addendum**

These amended rules shall take effect on April 1, 1995.

### **Addenda**

1. These amended rules shall take effect on April 16, 1997.
2. The allowance for congratulations on the 60th birthday of a member's spouse shall be retroactively applied from March 1, 1997 based on the family census register.

### **Addenda**

1. (Enforcement Date) The rules of the Society shall be amended and implemented on June 1, 2001.
2. (Interim Measures)
  - A. The provisions on loan of Chapter 6, Articles 15-18 of these rules shall be retroactively applied from November 1, 2000.
  - B. The Implementing Guidelines for the Faculty-Staff Mutual Aid Society Loan shall be abolished on the date of the amendment of the rules of the Society. However, the Implementing Guidelines shall continue to apply in connection with any indebtedness of the loan in existence at the date of its abolition until repayment is completed.

### **Addenda**

1. These amended rules shall take effect on April 1, 2002.
2. (Interim Measures) The provisions of Article 3 (Business) and Article 11 (Membership Fee) shall be deemed to have been enforced on November 1, 2000; “persons transferred to the POSTECH Foundation and who wish to join the Society” of Article 5, Clause 2 (Eligibility) on March 1, 2000; and “staff member under an annual salary contract to join the Society on April 1, 2000” and Article 8 (Functions of the Board of Representatives) on March 1, 1999.

### **Addendum**

These amended rules shall take effect on July 29, 2002.

### **Addendum**

These amended rules shall take effect on April 1, 2003.

### **Addendum**

These amended rules shall take effect on May 1, 2004.

### **Addenda**

1. These amended rules shall take effect on April 1, 2007.
2. (Standard for Payment of Allowance for Congratulations and Condolences) The allowance for congratulations on the 60th birthday of a member’s spouse shall be lumped into that of the member and paid together accordingly.

### **Addenda**

1. These amended rules shall take effect on April 1, 2008.
2. Any staff member under an annual salary contract shall join the Society when converted into a regular staff member; any staff member under an annual salary contract and who is currently a member of the Society shall maintain his/her status.
3. Payment for each type of allowance for congratulations and condolences shall be made only once.

### **Addenda**

1. These amended rules shall take effect on April 1, 2010.
2. Persons under the provisions of Chapter 2 of these rules on members (Article 5, Clause 1,

Item 3-5) shall decide on whether to join the Society, while payment of the allowance for congratulations and condolences shall not be applied retroactively to the dates prior to his/her joining the Society.

3. The provisions of Chapter 3 of these rules on the operation of the Society (Article 7, Clause 2, Item 2) shall be implemented when the next representatives are elected (April, 2011).

### **Addendum**

These amended rules shall take effect on April 30, 2010.

### **Addendum**

These amended rules shall take effect on April 1, 2011.

### **Addenda**

1. These amended rules shall take effect on November 7, 2012.
2. Chapter 2 of these rules on members (Article 5, Clause 3) shall apply to new members while existing members shall be considered to have agreed with the Membership Agreement.

(Attached Table 1)

## Details on Payment of Allowance for Congratulations and Condolences and Parting Gifts

(unit: KRW)

Item	Type	Amount	Remarks
Allowance for Congratulations	Marriage of member	600,000	- Payment for each type only once - Allowance for congratulations on the 60th birthday of a member's spouse lumped into that of the member
	Marriage of child	500,000	
	60 <sup>th</sup> birthday of parent	500,000	
	60 <sup>th</sup> birthday of spouse's parent	500,000	
	60 <sup>th</sup> birthday of member	1,300,000	
	60 <sup>th</sup> birthday of spouse	-	
Allowance for Condolences	Death of member	10,000,000	- Child registered in the resident registration - Funeral supplies provided (from Apr. 2005) - Actual expense of condolence supplies provided at the request of a (voluntary) retiree (equivalent to KRW 300,000)
	Death of spouse	4,500,000	
	Death of child	1,500,000	
	Death of parent	900,000	
	Death of spouse's parent	900,000	
	Death of grandparent	500,000	
	If a member is a chief mourner for his grandfather as his father already passed away	500,000	
	Death of brother or sister	100,000	
Parting Gifts	Member with 3-5 years' service	150,000	- In case of death of a member, parting gifts shall not be paid  - The period of service is based on the date of joining the Society.
	Member with 6-8 years' service	300,000	
	Member with 9-11 years' service	600,000	
	Member with 12-14 years' service	900,000	
	Member with 15-17 years' service	1,200,000	
	Member with 18-21 years' service	1,500,000	
	Member with 22-37 years' service	KRW 50,000 to be added for each year in excess of 22 years (total: KRW 2,300,000)	
Other	Financial assistance for funeral expenses (death of member)	1,500,000	- The Society shall pay in cash or finance the funeral service.

Compensation for medical treatment for a week or more	The board of representatives shall separately determine within the limit of KRW 1,000,000.	
---	--	--

(Attached Table 2)

## Membership Agreement of the Faculty-Staff Mutual Aid Society

Position	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Executive or Staff of POSTECH Foundation <input type="checkbox"/> Member of Accelerator Laboratory		
Department			
Identification No.		Name	
Date of appointment (Date of joining)	(MM/DD/YYYY )		
Payment method of initial and monthly fee	Salary deduction		
Joining type	Compulsory		
<p>The person whose name appears above fully understood the Rules of the Faculty-Staff Mutual Aid Society of the University Regulations and hereby agrees to join the Faculty-Staff Mutual Aid Society.</p> <p style="text-align: right; margin-right: 100px;">Date:                   (MM/DD/YYYY)</p> <p style="text-align: right; margin-right: 100px;">Name:                   (Signature)</p>			