

Center for Chinese Studies
School of Pacific and Asian Studies
University of Hawai'i at Mānoa

Bylaws of the Center for Chinese Studies

I. Preamble

The Center for Chinese Studies aims broadly at an increased understanding of China in light of its civilization and its hopes for the future. The Center pursues this goal through instruction, research, publications, conferences, national and international linkages, and community outreach.

II. Membership

A. There are two general categories of membership: Full Member and Associate Member.

1. Full Member status

- a. Rank of I-3, R-3, S-3, B-3 or above at UH Mānoa; and
- b. Record of continuing teaching, research, publication relating to China or service to the Center for Chinese Studies; and
- c. Study or substantial research on China within the past seven years.
- d. The Director shall maintain and circulate at the beginning of each semester a list of all current Chinese Studies full members.
- e. Any dispute as to an individual's membership status shall be resolved by a vote of the Executive Committee.

2. Associate Member status

- a. The term 'Associate' is used to encompass a broad range of persons associated with the Center, e.g., emeriti, interested faculty from Community Colleges, relevant Graduate Students, Visiting Colleagues, East-West Center colleagues, relevant community members, etc.
- b. Associates are entitled and encouraged to attend and participate in all Center activities, including full-faculty meetings; however, they are not entitled to vote. They may be invited to serve as consultative members of any Committee.

B. Meetings: Meetings of all full members shall be convened by the Chinese Studies Executive Committee as necessary. At least one meeting for all full members shall be held each semester.

1. Quorum, etc.

- a. A majority of full members shall constitute a quorum.
- b. A majority vote is required to pass any motions.
- c. All meetings shall be conducted pursuant to Roberts Rules of Order.
- d. No voting by proxy shall be allowed at any meeting.
- e. Members who are unable to attend a meeting in person, may convey their vote to the Director.

III. Organization

A. Director

1. The expectation is that the Director shall serve for a term of three years, and may be re-elected for a second term.
2. The Director shall be the official spokesperson for the Center.
3. The Director shall be appointed by the Dean of SPAS with the recommendation of the full voting membership of the Center for Chinese Studies.
4. The Director shall be a full member of the Center, and the position should be ordinarily filled

from among existing faculty, not recruited from outside.

5. The Director shall have executive authority over routine administrative matters, but in all other matters shall be considered simply a 'first among equals' as a member of the Executive Committee.

B. Executive Committee

1. The Executive Committee shall consist of the Director and eight members. Four of these members shall be elected for staggered two-year terms by Full Members. The Director shall appoint the remaining four members of the Executive Committee after the election, on an annual basis.
 - 1a. Transition provisions: In the first year after the new bylaws are adopted, four members of the Executive Committee will be elected by full members, two to a two-year term, and two to a one-year term.
 2. All substantive matters concerning Center policy, strategy, curriculum and/or faculty appointments shall be brought before the full membership for discussion and vote. In those areas where the faculty has decided upon the underlying policy and/or strategy, authority to implement the membership decision may be delegated to the Executive Committee or the Director by the membership.
 3. The Executive Committee shall advise the Director and handle interim decisions. Those interim decisions on substantive matters are subject to review by the full membership.
 4. Minutes of the Executive Committee meetings shall be circulated to the full members of the Center.
 5. Notice of Executive Committee meetings shall be distributed to the full members of the Center.
 6. Quorum, etc.
 - a. Five members of the Executive Committee shall constitute a quorum.
 - b. A majority vote of the quorum is required to pass any motion.
 - c. All meetings shall be conducted according to Roberts Rules of Order.
 - d. No voting by proxy shall be allowed at any meeting.

C. Committees

1. A set of Standing Committees shall be established and announced by the Director at the beginning of each academic year. Others may be added by the Director as circumstances necessitate.
2. Formation
 - a. Committee Chairpersons shall be chosen each year by the Director from among all full members of the Center. The Chairpersons of all the Committees, together with the Director, shall choose the members of the Committees. Membership of all Committees shall seek a balance among the constituent units of the Center and strive to represent a full cross-section of the views of the membership. The new Committees shall be formed and operational effective 1 May of each year.

IV. Polling Procedures

A. Director

1. The election for Director of the Center shall be held in the Spring semester of the incumbent Director's third year, and when necessary to replace a Director who has resigned or retired.
2. The SPAS Dean shall appoint a polling official (non-CCS member, non-CCS staff) for the election of the Director.
3. The polling official shall call for nominations from the CCS membership and shall announce the closing date for nominations. The polling official shall then notify nominees and ascertain their willingness to serve.
4. If there is more than one candidate for Director, an open meeting shall be scheduled for discussions with all members of the Center. At the request of Center members, a meeting may

still be called if there is only one candidate for Director.

5. Ballots shall be sent to all Full Members of the Center. All voting for Director shall be by secret ballot.
 6. If no candidate receives a majority of the votes cast in the first ballot, a second ballot shall be held for the two candidates receiving the most votes cast.
 7. The polling official shall tabulate the ballots and forward the results to the Dean of SPAS as the recommendation of the Center's membership for Director. The voting results, including the number of votes cast for each candidate, shall also be announced to the Center membership.
- B. Executive Committee
1. Elections for the Executive Committee shall be held every year during the Spring semester to replace members whose terms have expired or who have resigned from the committee.
 2. The polling official shall call for nominations from the CCS membership of the Center and shall announce the closing date for nominations.
 3. Ballots shall be sent to all full members of the Center. All voting for members of the Executive Committee shall be by secret ballot.
 4. The candidates receiving the greatest number of votes shall be elected.
 5. The voting results, including the number of votes cast for each candidate, shall also be announced to the center membership.

IV. Effective Date and Amendment

- A. These Bylaws shall take effect after majority vote of the Full Members and upon approval of the Dean of SPAS.
- B. Amendment of Bylaws
 1. These Bylaws may be amended by majority vote of the Full Members. A plenary meeting to discuss proposed amendments shall be called by the Director before any balloting; notice of the meeting and copies of the proposed amendments shall be sent to all members of the Center at least two weeks before the meeting.
 2. Voting on the proposed amendments to the Bylaws shall then be conducted by balloting sent to all full members of the Center.

Bylaws approved March 1989, revised January 1996, September 2002, February 2006, May 2008.