

**Center for Japanese Studies
School of Pacific and Asian Studies
College of Arts, Languages & Letters (CALL)
University of Hawai'i at Mānoa**

**By-Laws
October 4, 1997
Last Amended April 25, 2022**

I. Preamble

The Center for Japanese Studies strives to promote a deeper understanding of Japan. The Center pursues this goal (1) by supporting and encouraging research and teaching related to Japan at the University of Hawai'i at Mānoa (UHM), (2) by developing exchange programs and providing information about opportunities for students to study the Japanese language in Japan, (3) by organizing outreach programs, (4) by providing leadership to advance Japanese studies at UHM through committees on Endowment, Scholarship, Student Affairs, Publications, and as otherwise necessary, (5) by providing opportunities for Japanese studies faculty and students to discuss and share research findings and trends in the field, and (6) by administering the Dr. Soshitsu Sen International Way of Tea Center. We acknowledge our good fortune to be part of a university with a mission to be a globally recognized center of learning and research with a kuleana to serve the people and places of Hawai'i, and our neighbors in the Pacific and Asia, and in doing so, we strive to appreciate our place in the islands and aspire to embrace inclusiveness, equity, and global awareness in all dimensions of our work.

II. Membership

A. Full Members

1. Eligibility: Full membership shall be granted by the Executive Committee to regular (not visiting) UHM faculty at the rank of Assistant Professor and above, and shall be granted to others at UHM, such as the Head Japanese Librarian, Japanese collection librarians, and administrators whose work is at least 50% involved with Japanese studies or who normally would qualify for full membership if not for their administrative service. Full Members must a) use Japanese language capacity for research or have otherwise demonstrated substantial scholarly expertise in Japanese studies through their published work, and b) have their research and teaching in Japanese studies comprise at least 50% of their academic endeavors.

2. Privileges: Full Members are allowed to serve on the Executive Committee and are allowed to vote on all motions brought before the membership.

B. Emeriti Members

1. Eligibility & Role: Retired Full Members are automatically granted emeritus membership. Although they have no voting status in the election of the CJS Director or Executive Committee, they continue to be valuable resources for the Center and may be asked to serve as advisers on projects.

C. Affiliate Members

1. Eligibility & Role: Affiliate membership may be granted by the Executive Committee to:
 - a) retired scholars and teachers in Japanese studies fields;
 - b) UHM Japanese language instructors (Rank I-2 employees serving .75 FTE or more);
 - c) UHM faculty not in Japanese studies but with special academic interests in Japan;
 - d) Japanese studies faculty at other University of Hawai'i campuses; and
 - e) Visiting faculty at UHM in Japanese studies.

Aside from the elected representative of Japanese language instructors who serves on the Executive Committee as noted below, Affiliate Members have no voting status in the election of the CJS Director or the Executive Committee or in other matters that may come before the members. It is expected that they maintain an active involvement in Japanese studies at the University of Hawai'i in order to maintain their memberships.

D. Membership Status

1. Selection of new members: The Executive Committee is responsible for deciding upon all applications for new membership. Candidates for CJS membership shall submit their curriculum vitae to the CJS Director, who will bring the applications before the Executive Committee.
2. Termination of membership:
 - a) Any member may terminate membership in the Center by submitting a letter of resignation to the CJS Director.

b) The Executive Committee will review the membership to determine ongoing eligibility every five years if not sooner. Any Full Member who has not continued to teach and conduct research in the field of Japanese studies may have his/her full membership discontinued by a majority vote of the Executive Committee.

E. Plenary Meetings of the Members

1. Frequency: At least once each academic year, the Director shall call a meeting of all Full Members. Other meetings may be called by the Director, by the Executive Committee, or by petition of one-third of the Full Members.
2. Content: The Director shall prepare and distribute in advance an agenda including the Executive Committee's or other members' requests. At plenary meetings, members shall be given the opportunity to bring up special and common concerns for discussion in accordance with the agenda.
3. Quorum and voting requirements: One half of the Full Members shall constitute a quorum. A majority of those Full Members voting is required to pass any motion. The Director shall vote only in case of a tie. No designation of proxy shall be allowed, but members may cast absentee votes in writing on specific issues identified on the agenda in advance.

III. Organization

A. Director

1. Role: The CJS Director provides leadership, is the official spokesperson for the Center, has executive authority over all routine administrative matters, initiates and oversees grant applications and implementations, orchestrates fundraising campaigns, and strives to achieve the Center's goals.
2. Selection: The Director must be a tenured UHM faculty member who is a Full Member. The Dean of the College of Arts, Languages & Letters (CALL) appoints the Director after receiving a recommendation from the Executive Committee informed by a poll of the Full Members. Polling for the Director shall be conducted in the spring semester of an incumbent Director's second year.

3. Term: The Director serves on a full-time basis for a term of three years, subject to annual review by the Dean of CALL. The Director may serve for no more than three consecutive terms.
4. Absence: The Director shall appoint another Full Member to serve as the Acting Director when traveling off-island from Honolulu. In cases of extended absence, the Dean of CALL shall appoint an Interim Director from among the Full Members.
5. Polling Procedures:
 - a. A member of the Executive Committee, who is not the Director, volunteers to serve as the polling official. He or she asks for nominations for Director from the Full Members and solicits comments from Affiliate Members and graduate students in Japanese studies.
 - b. The polling official then notifies nominees and ascertains willingness to serve.
 - c. If there is more than one candidate, there is an open meeting for discussions between the candidates and the CJS Executive Committee and other interested individuals in the university system. If there is only one candidate, a meeting still may be called.
 - d. The ballots with one or more candidates are sent out to Full Members. There will be space for a write-in vote. It is a secret ballot.
 - e. The polling official will tabulate the ballots and forward the results to the CJS Executive Committee. The Executive Committee then considers the results of the balloting and other factors, and forwards its recommendation to the Dean of CALL, along with the results of the balloting.

B. Executive Committee

1. Composition: The Executive Committee consists of the Director *ex officio*, the Head Japanese Librarian *ex officio* with full voting privileges, a representative elected by the UHM Japanese language instructors as indicated below, and twelve Full Members who are elected by the full membership and serve for staggered three-year terms. A member may serve for no more than two consecutive terms. An election is held annually to replace members whose term has expired. Temporary replacements and term replacements

will be enlisted by the Director who may draw upon the most recent election results for guidance.

2. **Additional Members:**
 - a. A representative, elected by the UHM Japanese language instructors (Rank I-2 employees serving .75 FTE or more), serves on the Executive Committee with full voting privileges. This representative may serve for no more than two consecutive three-year terms. An election is held to replace the representative whose term has expired.
 - b. In the final year of an incumbent Director's term, when the incoming Director is not already a member of the Executive Committee, the incoming Director serves *ex-officio* without voting privileges on the Executive Committee.
3. **Responsibilities:** The Executive Committee represents Japanese studies faculty members, advises the Director, and meets at least twice a semester to discuss general concerns regarding the Center and Japanese studies at UHM. The Executive Committee is responsible for developing balanced academic offerings related to Japan and for suggesting additional programs to enhance Japanese studies at UHM. It recommends new courses and curriculum changes, evaluates instructional and research staff and resources, determines membership status, reviews requests for assistance from visiting scholars, organizes the polling for the Director, and periodically reviews and proposes amendments to the By-Laws. To accomplish specific goals, the Executive Committee may establish subcommittees or appoint other committees *ad hoc*.
4. **Notification:** Minutes shall be recorded and distributed to the Full Members and Japanese-language instructors.
5. **Quorum and voting requirements:** A majority of the committee's voting members shall constitute a quorum. A majority of those members present and voting is required to pass any motions. The Director shall vote only in case of a tie. No designation of proxy shall be allowed, but members may cast absentee votes in writing on specific items identified and notified to Executive Committee members in advance.

C. Endowment Committee

1. **Composition:** The members are six Full Members and an outside community member who have been appointed by the Executive

Committee. The outside member, who has full voting rights and does not have a term restriction, must have a Japan studies background. During the selection process, the Executive Committee strives to maintain proportionate discipline/subject area representation. Members are appointed to staggered terms of three years and may serve no longer than two consecutive terms. Temporary replacements and term replacements shall be selected by the Executive Committee. The Director serves on this committee *ex-officio* without voting privileges.

2. Responsibilities: The Endowment Committee recommends general policies for individual and group research conducted under the auspices of the Center. It meets at least twice a year to screen, evaluate, and make recommendations on the funding proposals for projects sponsored by the Japan Endowment. The Endowment Committee selects its own Chair.
3. Notification: The Chair of the Endowment Committee notifies applicants about the results of funding competitions and reports the Committee's decisions to the Executive Committee.

D. Scholarship Committee

1. Composition: The Director serves on this committee. The Director chooses additional members of the committee aiming to ensure a balance of disciplines, keeping in mind that membership should be rotated among the Full Members.
2. Responsibilities: Every spring the committee meets to review scholarship applications and make recommendations.
3. Notification: The SPAS Fellowship Adviser handles the notifications regarding the Foreign Language Area Studies (FLAS) Fellowships. The Director writes the notifications for the other scholarships.

E. The Dr. Soshitsu Sen International Way of Tea Center

1. Purpose: The Way of Tea Center has an international focus and serves to assist the Center for Japanese Studies in fulfilling its mission. Specifically, the Way of Tea Center educates students and helps to perpetuate tea culture while fostering a deeper awareness of Japanese culture and international understanding. It aids in coordinating existing and new resources and activities related to the practice of tea, such as: the use of Jaku'an; Midorikai Fellowships; and the Way of Tea Practicum course.
2. Activities of the Way of Tea Center are overseen by the Director.

F. Standing Committees

1. **Composition:** The Director recruits and appoints Full Members to standing committees and designates the committee chairs. Any Full Member may request to serve on a particular committee; however, if there are too many requests for a particular one, the Director may ask individuals to serve on other committees. As much as possible, members will be rotated among the various committees. The Director may, in consultation with the Executive Committee, ask individuals who are not Full Members to serve, in either a voting or non-voting status, on a committee because of that person's particular expertise.
2. **Responsibilities:** Each committee promotes excellence in the area of its concern and supports the efforts of the Director and other committees to the same end. The chair of each committee submits a short report of its activities to the Director before July 1 annually.
 - a. The Student Affairs Committee will periodically (at least once per year) poll graduate students in Japanese studies and make best efforts to audit the circumstances of undergraduate students with Japanese studies interests regarding their experiences vis-à-vis UHM and Japanese Studies aiming to assess strengths and weaknesses in the program and in the Center's operations as viewed from the vantage point of enrolled students. Such investigation should include an annual survey for an honest assessment of the Center's climate with regards to diversity, equity, and inclusion and the provision of a safe environment free from discrimination or harassment of any kind.
 - b. The Publications Committee works to support the Center's communications in print, online, and social media that encourages and supports publicity efforts regarding members' scholarly work and aims to be available to mentor the career advancement of junior and non-tenured faculty members .

IV. Ratification and Amendment

These By-Laws shall be approved at a vote of Full Members at a plenary meeting and effective upon approval by the Dean of CALL.

The By-Laws may be amended by a two-thirds vote of Full Members attending and voting at a plenary meeting. Proposed amendments to the By-Laws must be notified in writing to the full membership at least ten days prior to a plenary meeting. When convened, the plenary members may determine to allow minor and technical amendments to the proposed amendments for which notice has already been given.

Matters concerning personnel, voting membership, the selection of the Center Director, and this provision concerning amendments require review and approval by the Dean of CALL; revisions concerning other matters will be effective upon approval.

Dates of Amendments:

September 24, 1999

November 2, 2001

January 31, 2003

May 7, 2004

May 14, 2008

April 14, 2010

April 30, 2021

Last Amended: April 25, 2022