

**Bylaws of the Center for Chinese Studies****I. Preamble**

The Center for Chinese Studies aims to foster interdisciplinary understanding of China (PRC), Hong Kong, Macao, Taiwan and other Chinese-speaking societies worldwide as well as Chinese civilization and its long connections to Hawai'i. The Center pursues this goal by supporting faculty research, instruction, and program; grant development in Chinese Studies at the University of Hawai'i at Mānoa; developing exchange programs and providing information about opportunities for students to participate in programs in Chinese language and studies; providing leadership to advance Chinese Studies at UHM through Standing Committees; providing opportunities for Chinese Studies faculty and students to discuss and share research findings and trends in the field through publications and conferences; and organizing community outreach programs.

**II. Membership**

The Director shall maintain and circulate to the membership at the beginning of each semester a list of all current Chinese Studies full members.

**A. Full Membership Criteria**

1. **Eligibility:** All UHM faculty classifications at rank 3 (e.g. Assistant Professor) and above who teach and conduct research in Chinese Studies or related disciplines.
2. **Privileges:** All full members are allowed to vote on all motions brought to the full membership and are eligible to serve on the Executive Committee or one of the CCS standing committees. Full members are also eligible for CCS funding support, exchange programs and other funding privileges upon availability.
3. **Responsibilities:** Full members are required to maintain a record of teaching or research in China-related or Chinese Studies, to support and attend regular faculty meetings and Center-organized activities, and to serve on the Executive or one of the standing committees.

**B. Associate Membership Criteria**

1. **Eligibility:** The term 'Associate' member is used to encompass a broad range of persons associated with the Center, e.g., emeriti and other retired CCS faculty, interested UHM faculty not in Chinese Studies, Chinese Studies faculty from Community Colleges, relevant Graduate Students, Visiting Colleagues, East-West Center colleagues, relevant community members, etc.
2. **Privileges:** Associates are entitled and encouraged to participate in all Center activities, including full-faculty meetings; however, they are not entitled to participate in votes called by the Center. They may be invited to serve as consultative members of any Committee. Associate Members may be eligible for CCS funding as available.

## C. Membership Status

1. **Selection of all new members:** The Executive Committee (EC) is responsible for reviewing and voting upon all applications for new membership. Interested prospective members should submit a letter of interest and a recent CV with information regarding their relevant expertise in Chinese studies (e.g. such as academic background and training; research and training specialization; relevant publications; language(s) and level of proficiency; instructional content area; number of Chinese area studies course taught, and/or language courses taught; number of dissertations and/or theses supervised in the past five years; recent recognitions/awards/honors).
2. **Termination of membership:** All membership shall be reviewed on a 5-year basis, timed to coincide with program review. Any dispute as to an individual's membership status shall be resolved by a vote of the EC.

## D. Plenary Meetings of the Members

1. **Frequency:** At least one meeting for all full members shall be held each semester. Additional meetings of all full members shall be convened by the Chinese Studies EC as necessary.
2. **Content:** The Director shall prepare and distribute at least one week in advance an agenda including items requested by the EC or other members. At plenary meetings, members shall be given the opportunity to bring up concerns and new business for discussion in accordance with the agenda.
3. **Quorum:**
  - a. A majority of full members shall constitute a quorum.
  - b. A simple 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 may cast absentee votes in writing on specific issues identified on the agenda in advance.

## III. Organization

### A. Director

1. **Role:** The Director shall be the official spokesperson for the Center and shall represent the Center on the SPAS Council. The Director shall have executive authority over routine administrative matters, but in all other matters is expected to consult with the EC before making significant decisions. The Director is expected to engage in fund-raising activities and community outreach.
2. **Selection:** Any UH-Manoa faculty at the rank of Associate (i.e. level 4) or higher is eligible to serve as Director. The Director shall be a full member of the Center. The Director shall be appointed by the Dean of CALL with the recommendation of the full voting membership of the Center for Chinese Studies. Polling for the Director shall be conducted in the spring semester of an incumbent Director's third year.
3. **Term:** The expectation is that the Director shall serve for a term of three years, subject to annual review by the Dean of CALL. No director shall serve for more than two consecutive terms.
4. **Absence:** The Director shall appoint another full member to serve as the Acting Director for short-term travel (less than one-month). In cases of longer absence, the Dean of CALL shall appoint an Interim Director from among the Full Members.

## 5. Polling Procedures:

- a. 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.
- b. The CALL Dean shall appoint a polling official (non-CCS member, non-CCS staff) for the election of the Director.
- c. 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.
- d. If there is more than one candidate for Director, an open meeting shall be scheduled for discussions with all members of the Center. If there is only one candidate for Director, a meeting shall be called only if at least 5 full members request it.
- e. Ballots shall be sent to all Full Members of the Center. All voting for Director shall be by secret ballot.
- f. 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.
- g. The polling official shall tabulate the ballots and forward the results to the Dean of CALL 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 (EC):

1. **Composition:** The EC shall consist of eight members. The Director serves as an ex-officio.
2. **Selection & Terms:** Four of the EC members shall be elected for staggered two-year terms by Full Members. The Director shall appoint the remaining four members of the EC after the election, on an annual basis. Transition provisions: In the first year after the new bylaws are adopted, four members of the EC will be elected by full members, two to a two-year term, and two to a one year term.
3. **Responsibilities:** The EC shall advise the Director in all substantive matters concerning Center policy, strategy, curriculum and/or faculty appointments that are 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 by the membership to the EC or the Director. All EC members are expected to attend the regular EC meetings and chair one of the Standing Committees.
4. **Polling:** Elections for the EC shall be held every year during the Spring semester to replace members whose terms have expired or who have resigned from the committee.
  - a. The polling official (CCS staff) shall call for nominations from the CCS membership of the Center and shall announce the closing date for nominations.
  - b. Ballots shall be sent to all full members of the Center.
  - c. All voting for members of the EC shall be by secret ballot. The candidates receiving the greatest number of votes shall be elected.
  - d. The voting results, including the number of votes cast for each candidate, shall also be announced to the center membership.

5. **Notification:** Notice of EC meetings shall be distributed to the full members of the Center. Minutes of the EC meetings shall be circulated to the full members of the Center.
6. **Quorum and voting requirements:** Five members of the EC shall constitute a quorum. A majority vote of the quorum is required to pass any motion. All meetings shall be conducted according to Roberts Rules of Order. No voting by proxy shall be allowed at any meeting.

C. Standing Committees (Subject to adjustments):

1. **Composition:** 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. **Selection:** Committee Chairpersons shall be chosen each year by the Director from the EC. The Chairpersons of all the Committees, together with the Director, shall choose the members of the Committees, if necessary. 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 on the first day of duty in August of each year.
3. **Responsibilities:**
  - a. CCS Fund Management Committee: Oversees the disposition of funds in all Center accounts, including G-, S-, RCUH and Foundation accounts.
  - b. CCS Communications Committee (CCS website, social media, banners, videos, etc.): Assists with the development and implementation of tools through which the Center communicates with members and the community, in Hawai'i and beyond.
  - c. CCS Academic Activities Committee (CCS Webinar Series, Chinese Corner, CHN Language and Culture Courses, other academic programs): Advises on extracurricular academic activities sponsored or co-sponsored by the Center.
  - d. CCS Events Committee (CCS Scholarship & Awards Banquet, fundraising events): Helps plan community events to showcase the work of the Center, and raise support for its activities.
  - e. CCS Scholarships Committee: Administers the awarding of grants, scholarships, and prizes that are established and funded within the Center or where decision-making has been delegated to the Center.
  - f. Hawai'i International Conference on Chinese Studies (HICCS) Committee: Supports the planning and management of the annual conference.
  - g. CCS Student Activities Committee: Fosters communication between CCS and students, both in ensuring that CCS information reaches students and that student opinions are considered. The Committee coordinates with other committees to support events and programming directed toward students, with a special focus on promoting student-faculty interaction.

### **III. Ratification and Amendment**

A. These Bylaws shall take effect after simple majority vote of the Full Members

B. Amendment of Bylaws

1. These Bylaws may be amended by simple 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, May 2022.