

***CENTER FOR PHILIPPINE STUDIES***  
**School of Hawaiian, Asian and Pacific Studies**  
**University of Hawaii at Manoa**

**BY-LAWS**

**I. Preamble**

The Center for Philippine Studies (CPS) is one of the constituent area studies centers of the School of Hawaiian, Asian and Pacific Studies (SHAPS). It is devoted to the study of the Philippines through an integrated program of instruction, research, and outreach services. It was introduced initially as a Filipino Studies Program in 1975 by an act of the Hawaii State Legislature recognizing the contributions of Filipinos to Hawaii. It was subsequently established at the University of Hawaii as a Philippine Studies Program under the Asian Studies Program, which later became Center for Asian and Pacific Studies (CAPS). In 1998 the Program became Center for Philippine Studies and put under SHAPS for administrative purposes. The instructional faculty is decentralized and hired by the various departments and programs offering Philippine related courses. The Center acts as a coordinating unit to give focus and visibility to the various Philippine related activities on the Manoa campus.

The Center is committed to uphold the University's three-fold mission of instruction, research and service.

**II. Membership**

A. There are two general categories of membership: Faculty and Staff.

1. Faculty

- a. Instructional: These faculty located at the various departments/programs at UHM who regularly teach courses on the Philippines/Filipinos.
- b. Specialists: The "faculty" category also includes specialists who have instructional, research and administrative positions on Manoa.
- c. Affiliates: The faculty also includes affiliated research associates from the East-West Center.
- d. Any questions as to an individual's faculty membership status shall be resolved by a vote of the Executive Committee.
- e. The faculty will meet as often as necessary but at least once a year.

2. Staff
  - a. Director with .50 position.
  - b. Two specialists with .50 position each.
  - c. Librarian with .50 position from Hamilton Library funding.
  - d. Student assistant

### **III. Organization**

#### **A. Director**

1. The CPS shall be headed by a Director, who is appointed by the Dean of SHAPS with the recommendation of the Executive Committee of the CPS, for a term of three years, or as often as a Director is needed due to leaves of absence, resignation, etc. The Director shall be a tenured member of the instructional faculty of Philippine Studies in any one of the participating departments or programs. If the Director is out of town, he or she can designate an Acting Director from the Executive Committee.
2. Duties:
  - a. Representing the Center in meetings of the Asian Studies Program and SHAPS on academic, budgetary and other administrative matters.
  - b. Providing overall direction of the Center and implementation of policy on matters related to Philippine Studies. Also responsible for day-to-day operations of the Center.
  - c. Counseling and advising students majoring in Philippine Studies or others wanting to take Philippine Studies courses. Coordinates activities with Asian Studies and Liberal Studies programs, as well as with various departments.
  - d. Preparing and writing grant proposals for funding from internal and outside sources.
  - e. Organizing and presenting a lecture/discussion series on Philippine Studies by specialists and scholars.
  - f. Coordinating with various departments offering Philippine Studies courses and developing or revising of Philippine Studies offerings.

- g. Coordinating with the Library Specialist on Philippine Studies holdings to be acquired. The library specialist will consult the Director as to priorities in the purchase of Philippine materials, given budgetary limitations.
- h. Responding to requests from the community for lectures to groups like Filipino organizations, public school students, teachers, etc.
- i. Meeting with Filipino organizations, legislators, executives, etc. to provide information and advice on matters related to the Philippines and Filipinos.
- j. Working closely with university-related groups like Ethnic Studies, Operation Manong, Women's Studies, Hawaiian Studies, etc., on campus or community activities related to the Philippines/Filipinos.
- k. Responding to inquiries on where to get materials on Philippine Studies, "experts" who could speak on Philippine topics, where to write in the Philippines regarding job possibilities, what kinds of research project are going on, how to get in touch with Filipinos who could translate material into Filipino/Tagalog or Ilokano, etc.
- l. Preparing reports, documents, papers and other requirements of university administration.
- m. Editing the *Philippine Studies Occasional Paper Series*.
- n. Representing the university in Philippine-related functions in the community.

B. Executive Committee

- 1. The Executive Committee shall be composed of the Director and no more than nine faculty members and one student representative. Six members shall constitute a quorum
- 2. All members of the Executive Committee shall have equal voting rights. Decisions are made through majority rule or by consensus depending on preference of the Committee.
- 3. The Executive Committee shall consider all matters of major concern and policy. In complex matters that entail much planning and prolonged deliberations, the Executive Committee shall be empowered to create or designate sub-committees.
- 4. Notice of Executive Committee meetings shall be distributed to its members at least a day before the meetings.

5. Minutes of the Executive Committee meetings shall be taken by the Center staff and circulated to the members of the Executive Committee.
6. Emergency meetings on the Committee shall be held as often as necessary.
7. To facilitate the business of the Executive Committee, subcommittees will be established and chaired by a member of the Executive Committee. The chairperson in turn, shall choose the members of their respective committees from the faculty, staff, students, or other parties deemed knowledgeable of or useful to the purview of the committees.
  - a. The following Standing Committees shall be established:
    1. Curriculum and Instruction
    2. Research and Publications
    3. Outreach
    4. Library
    5. Personnel
    6. International linkages or exchanges
  - b. Ad Hoc Committees may be created as often as necessary.

#### **IV. Effective Date**

These by-laws shall be effective upon ratification by a majority vote of the Executive Committee and faculty/staff. Within 30 days of ratification, the Director shall convene the Executive Committee and appoint the subcommittee chairpersons, who will in turn be authorized to select their members.

#### **V. Amendments**

Amendments to these by-laws can be proposed by anyone covered under Section II (Membership), and must be referred to appropriate committees and ratified by the Executive Committee and faculty/staff.

*October 1997*