



UNIVERSITY OF HAWAII AT MANOA
CENTER FOR PHILIPPINE STUDIES
BY-LAWS

I. Background

The Center for Philippine Studies (CPS) is one of the seven area studies centers of the School of Pacific and Asian Studies (SPAS). It is devoted to the study of the Philippines and Filipinos 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 at Manoa as a Philippine Studies Program under the Asian Studies Program, which later became the Center for Asian and Pacific Studies (CAPS). In 1988 the Philippine Studies Program was renamed the Center for Philippine Studies and put under SPAS for administrative purposes. The Center promotes Philippine-related courses offered by various departments and programs and acts as a coordinating unit to give focus and visibility to Philippine studies at the University of Hawaii.

CPS is committed to uphold the University's three-fold mission of instruction, research and service to the community. It shall develop programs and undertake activities in pursuit of such mission.

II. Mission

The Center, as CPS is also called, seeks to fulfill the following:

- 1) To generate interest in the Philippines and its people as a field of study,
- 2) To promote and undertake teaching, research, library acquisition, and other academic activities related to the Philippines, Filipino Americans and Filipinos in the diaspora,
- 3) To support the recruitment and mentoring of students of Filipino ancestry at the University of Hawaii,
- 4) To recognize and enhance the contributions of Filipinos to the history and development of Hawaii and the United States,

- 5) To undertake community outreach activities in Hawaii, the United States and the Philippines, thereby connecting the Center with institutions and organizations outside the university for visibility and impact,
- 6) To establish and strengthen academic relations with partner institutions in the Philippines, and enhance academic exchanges with other international educational institutions,
- 7) To mobilize human and financial resources directed toward the advancement of Philippine studies, and
- 8) To maintain and enhance the reputation of the University of Hawaii at Manoa as an international center for Philippine Studies.

III. Membership

There are two categories of membership at CPS: regular and affiliate.

- 1) Regular members are UHM faculty, student groups, and staff from constituent units, programs and departments, as well as those at-large members as defined in Section IV-D1 below, who are tenured or on the tenure-track, are directly involved in, study or teach courses on the Philippines/Filipinos, Filipino Americans and other Filipinos in the diaspora.
- 2) Affiliate members are faculty and staff with temporary appointments at the University, including students, visiting scholars and honorary members from the community and other institutions.
- 3) The "faculty" category also includes specialists who have instructional, research and administrative functions at the University.
- 4) The "staff" are non-academic personnel appointed at CPS, Library, Student Equity, Excellence and Diversity, and other offices which have programs on the Philippines/Filipinos, Filipino Americans or related subject matter.
- 5) "Student groups" refer to student organizations whose members are taking a concentration on Philippines Studies as their major or minor field, including those who are enrolled in the Philippine languages program, Certificate on Philippine Studies, and disciplines that have courses with substantial content (at least 25%) on the Philippines/Filipinos.
- 6) A "visiting scholar" is a faculty or graduate student who comes to the University of Hawaii at Manoa for short-term teaching and research, with financial sponsorship from an outside institution. Unless otherwise specified, the visiting scholar only receives administrative or research support in terms of library use, access to the internet, and such other privileges that require no direct funding from the Center.

- 7) "Honorary members" consist of retired professors from the University of Hawaii, distinguished officials, businessmen and other personalities from the Hawaii community and the United States, as well as those from the Philippines who have contributed, and are willing to spend time and effort to advance the cause of Philippine studies at the University of Hawaii. Honorary membership is conferred by invitation only. Like the Executive Council (IV-D), this group acts as an advisory body to the Center for Philippine Studies.

IV. Organization

A. Director

- 1) The Center is headed by a Director, who is an instructional faculty from one of the constituent units of Philippine studies with academic status (see IV-D1), and who holds the rank of associate professor or higher. Upon recommendation of the Executive Council, he/she is appointed by the Dean of the School of Pacific and Asian Studies (SPAS) for a term of four years, and may be re-appointed to the position for another term or a total of eight years, subject to a review.
- 2) The Director is responsible for providing leadership in administering the Center's daily affairs administering academic, research and outreach programs; seeks funding support from external or other sources, and writes proposals for research grants and endowments; develops or revises courses in Philippine Studies, and coordinates with various departments and programs offering Philippine-related courses; coordinates with the Library Specialist on Philippine Studies holdings to be acquired; meets with Filipino organizations, legislators, executives, etc., to provide information and advice on matters related to the Philippines/Filipinos; and represents the Center in various functions and activities within the University, in the Hawaii community, and in other gatherings in USA and abroad.
- 3) Preference for the appointment of the Director is given to a tenured faculty member in the Asian Studies Program, or in a department or program directly affiliated with Philippine Studies.
- 4) In case of absence of at least two days, the Director can designate an Acting Director from the Executive Council (see IV-D below).

B. Associate Director

- 1) The Associate Director is a designation made by the Dean as recommended by the Director. It may be created as a regular position when funds become available. At present, the Associate Director position is charged against the regular item of Assistant Specialist.

- 2) The Associate Director is a full-time position at the Center. He/she shall assist the Director at all times in planning and implementing activities in compliance with the center's goals and missions, coordinate with other departments in the University, and represent the Director in meetings and other functions in case of absence or temporary incapacity.
- 3) He/she also gives counsel and advice to students majoring in Philippine Studies or others interested in Philippine-related courses, and coordinates activities with other departments or programs; oversees and executes the development/maintenance of the Center's website, and helps in its online propagation and dissemination.

C. Educational Specialist

- 1) The Educational Specialist is a regular 0.5 (half-time) position whose task is administrative in nature. He/she acts as program officer who helps manage the administrative and financial matters surrounding instruction, research and outreach activities.
- 2) The Educational Specialist also assists the Director in preparing detailed program of work and other activities, makes annual budgetary plans, and takes charge of disseminating information to various publics.
- 3) The Educational Specialist shall coordinate with the Executive Council, serve as its secretary, and help distribute needed information to all members of the council.

D. Executive Council

- 1) There shall be an Executive Council (Execon) composed of nine (9) representatives selected from constituent units, departments and programs affiliated with the Center for Philippine Studies. Presently, the constituent units and number of representatives (in parenthesis) include: Asian Studies (1), Filipino Language and Literature Program (1), Ilokano Language and Literature Program (1), Humanities (2), Social Sciences (1), Ethnic Studies (1), Student Equity, Excellence and Diversity (1), and Library (1), who select their own representatives to the Execon. In addition, up to five at-large representatives from other units, programs or departments, including the Hawaii Filipino community, East-West Center, and UH Manoa student groups, among others, shall form part of the Execon. These at-large representatives are selected by the Council members.
- 2) The Execon is an advisory body that provides assistance in formulating policies, making decisions, and helping Philippine Studies at UH Manoa to achieve its missions.
- 3) Membership in the Execon is selected from among the units, programs or departments named above (IV-D1) for a term of two years, renewable for another two years. Vacancies or unexpired terms shall be filled by the concerned units, except for the at-large representatives.

- 4) Any member may terminate membership by submitting a letter of resignation to the Chair. The Execon, however, may discontinue membership of a member by a majority vote based on other grounds.
- 5) The CPS Director serves as chair of the Execon. As such, he calls for and presides at all meetings of the Council.
- 6) Likewise, there shall be a Secretary who sends out agenda and takes minutes of all deliberations during meetings. The Secretary is selected from the CPS staff, who sees to it that minutes are recorded and distributed to all members.
- 7) All members of the Execon have equal voting rights. Proxies cannot vote on an issue unless duly authorized in writing by the regular members they represent. The Chair may vote only in case of tie voting on an issue.
- 8) The Execon shall meet at least twice during Spring and Fall semesters. Other meetings may be called as the need arises.
- 9) A quorum must be observed in all meetings, which means a simple majority of eight members present. Approval of the by-laws or any amendments thereof, however, shall require a vote of at least two-thirds (10 members) of the Execon.
- 10) The Robert's Rules of Order shall be used as a reference in the conduct of all meetings.
- 11) There shall be created standing committees with at least three members each, who are not necessarily drawn from the Execon regular members. The committee shall select its own chair, formulate guidelines and policies, and render written reports for action or approval of Execon *en banc*. Such committees may include the following: Scholarship, Publication, Community Outreach, Resource Development, and Student/Academic, among others.
 - a) The Scholarship Committee shall administer endowments/scholarships and select grantees for the Ligaya V. Fruto Endowment, the Alfonso T. Yuchengco Scholarship, the Corky Trinidad Scholarship, the Belinda A. Aquino Endowment, and other awards the Center may have. The awards are confirmed by the Execon, and notice to successful applicants made by the Director.
 - b) The Community Outreach Committee links up with the Hawaii community, and other institutions in the United States and abroad. Its mission is to make the Center visible and functional aside from its usual academic activities.
 - c) The Resource Development Committee prepares and implements a program for fund sourcing to establish endowments, scholarships, chairs, and other financial activities that will foster Philippine Studies at UH.

- d) The Publication Committee establishes policy and determines suitable materials for publishing. The committee elects its chair as editor.
- e) The Student/Academic Committee formulates curricular policy, and recommends new programs affecting both the faculty and students. A student representative sits as a member of this committee.
- f) Other committees of *ad hoc* nature may be created as the need arises.

V. Ratification and Amendments

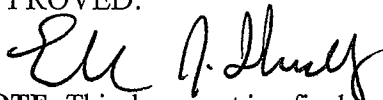
- 1) Any amendment to the By-laws may be proposed by a regular member in writing, or by an *ad-hoc* committee designated for this purpose, at least two weeks prior to the Execon meeting for ratification.
- 2) For the amendments proposed in 2010, the current Executive Committee shall ratify the revised By-Laws by a majority vote of the members, according to the 1997 CPS By-Laws.
- 3) Henceforth, a two-thirds vote is needed for approval of the By-Laws, or any amendments thereof, by the Execon in a plenary session. Dates of all approved amendments shall be indicated in the By-Laws.

VI. Effectivity Date

The By-Laws, including amendments thereto, shall take effect upon its approval by the Execon and acceptance by the Dean of the School of Pacific and Asian Studies.

By-Laws Adopted: August 1997
First Amended: November 2010

APPROVED:

 11/24/10

NOTE: This document is a final working draft prepared and deliberated by the By-Laws Committee during its meetings, and as reviewed by the current Executive Committee
(Revision as of Nov. 22, 2010)