

ASIAN STUDIES CENTER
MICHIGAN STATE UNIVERSITY
BYLAWS

Revised 11 April 2008

Table of Contents

2.1	Composition of the Center	2
2.1.1	Core Faculty	2
2.1.2	Students	3
2.1.3	Associate Members	3
3.1	Organization of the Center	3
3.1.1	Qualifications of the Director	3
3.1.2	Duties of the Director	4
3.1.3	Review and Selection of Director	4
3.1.4	Appointment of Center Staff	5
3.1.5	The Advisory Council	5
4.1.	Committees	6
5.1.	General Procedures	6
5.1.1	Record keeping	6
5.1.2	Meeting frequency	6
5.2.	Amendments to Bylaws	6
5.2.1	Proposing Amendments	6
5.2.2	Voting on Amendments	6
5.3.	Rules of Order	6
5.3.1	Quorum	6
5.3.2	Passing of Motions	6
5.3.3	Rules for Other Business	7
5.4	Grievances	7

1.1

Objectives

The primary objectives of the Asian Studies Center (hereafter designated as ASN or the Center) are:

- a. to provide professional leadership in Asian Studies and be available for consultation on projects dealing with Asia
- b. to facilitate and coordinate teaching and research pertaining to Asia
- c. to stimulate communication among scholars interested in Asia
- d. to support the dissemination of knowledge of Asia
- e. to serve as a resource on matters relating to Asia for Michigan State University's academic community and for civic organizations and groups in communities throughout the State of Michigan.
- f. to assist in creating and managing study-abroad programs in Asia

The ASN recognizes four major geographical areas of focus in its activities:

- a. East Asia
- b. South Asia
- c. Southeast Asia
- d. Central Asia

The Center also recognizes a responsibility to promote greater understanding of Asia as a whole. To the end that the above goals shall be adequately realized, the structure of the Center is designed to involve in decision making at every level representatives of a wide variety of interests, including interests of the students, and include an expression of these different perspectives in the activities of the ASN.

2.1 Composition of the Center

The ASN is composed of (a) Core Faculty, (b) Associate Members; (c) Students.

2.1.1 Core Faculty

2.1.1.1 Qualifications

The Core Faculty shall consist of MSU employees who are actively engaged in teaching, research, service, outreach, professional consultation, or librarianship on Asia, and who hold the ranks of professor, associate professor, assistant professor, instructor, academic specialist, and librarian.

2.1.1.2 Selection for membership

Any qualified faculty member may be admitted to membership of the Core Faculty of the ASN upon his/her request or nomination by another Core Faculty member, and by approval of the Advisory Council.

2.1.1.3 Rights and responsibilities

The Core Faculty support the activities of the Asian Studies Center and assist the Center in developing and implementing programs and activities. In order to facilitate these services, the resources of the Center shall be put at the disposal of the Core Faculty. A reasonable level of participation in the Center's programs and activities is expected in return for access to the Center's resources, administrative assistance, and funding support.

2.1.2 Students

2.1.2.1 Student constituency

The student constituency of the ASN shall be all Asian Studies Specialization students, Global and Area Studies (GLAS) majors, and East Asian Languages and Cultures (EALC) majors, and other undergraduate or graduate students with academic interests pertaining to Asia. Students shall be able to participate in all Center-sponsored activities, including seminars and meetings, and be eligible to serve on standing and/or ad hoc committees.

2.1.2.2 Student representatives

Each year, one undergraduate and one graduate student will be selected to serve on the ASN Advisory Council. The ASN Director, in consultation with the ASN Advisory Committee, shall select the undergraduate representative from among students in the ASN Specialization Program, the Global and Area Studies Major, and appropriate Asian language and culture majors. The graduate student will be selected from among students whose study and research focus involves Asia. Both undergraduate and graduate representatives shall have voting privileges except in such matters as the Advisory Council faculty members deem inappropriate for student comment.

2.1.3 Associate Members

2.1.3.1 Qualifications

Associate members shall consist of faculty, emeritus faculty, staff, visiting scholars, and other members of the MSU community who have an interest in Asian studies and the activities of the Asian Studies Center..

2.1.3.2 Selection

Persons qualified under 2.1.3.1. above may become associate members upon his/her request or nomination by another Core Faculty member, and by approval of the Advisory Council.

2.1.3.3 Rights and responsibilities

The associate members shall receive pertinent center mailings and notifications and be invited to all center functions, but shall not have voting privileges nor access to financial support. A reasonable level of participation in the Center's programs and activities is expected.

3.1 **Organization of the Center**

3.1.1 Qualifications of the Director

The Director of the Center shall be committed to the objectives and guiding principles of the ASN as set forth in 1.1 above. The Director must have scholarly interest in Asia demonstrated by having engaged in research, teaching and/or professional consultation on Asia. Furthermore, the Director must exhibit understanding and appreciation of people with whose cultures, histories, and current affairs the Center is concerned.

3.1.2 Duties of the Director

3.1.2.1 Administrative head

The Director shall be the administrative head of the Center in accordance with 2.1.2.1. of the University Bylaws, 1975.

3.1.2.2 Program and long range planning

The Director shall be responsible for the program and long range planning for the instructional, research, and service goals of the Center.

3.1.2.3 Center representative

The Director shall represent the Center or designate a representative, at important national, regional or local conferences and meetings concerned with Asian Studies.

3.1.2.4 Policy decision-making

The Director shall make policy decisions (e.g., those involving budget and teaching curriculum, assistantship, personnel changes) in consultation with the Advisory Council of the ASN. The Director will meet with the Advisory Council at the beginning of each academic year to discuss the Center's strategic planning for the year. At least two meetings will be scheduled with the Advisory Council in the Fall semester and at least two meetings in the Spring semester in order to ensure Council participation in shaping Center priorities and planning Center activities.

3.1.3 Review and Selection of Director

3.1.3.1 Review

The Director shall be subject to regular review at intervals not to exceed five years. When a review is to be undertaken, the Dean of ISP shall establish procedures for the review. The review committee shall include at least two members of the Advisory Council, plus other at-large members of the Core Faculty.

3.1.3.2 Limits and termination

There is no limit, other than the limit imposed by the University rules on retirement from administrative positions, on the number of times an individual may be continued in the position of Director. However, at any time during the term of office, the Director may be terminated either by resignation or by action of the Board of Trustees. Request for action may be initiated by the Center faculty, Dean of International Programs, Provost, or President. In all cases, all of the above levels must be consulted on such a termination regardless of who initiates the action.

3.1.3.3 Appointment of a new director

When a new Director must be chosen, the Dean of ISP shall appoint a Search and Selection Committee that shall include a minimum of three ASN Core Faculty members. The Advisory Council will provide a list of nominees to the ISP Dean, with the aim of representing the diverse regions

of Asia, the diverse colleges whose faculty participate in ASN, and the diverse thematic interests of ASN Core Faculty.

3.1.4 Appointment of Center Staff

All staff appointments will be made by recommendation of the Center Director, after receiving faculty advice.

3.1.5 The Advisory Council

3.1.5.1 Composition of the Advisory Council

3.1.5.1.1 The Advisory Council of the Asian Studies Center shall consist of six faculty from the Core Faculty, two student representatives, and the ASN Council Heads.

3.1.5.1.2 The six faculty members shall consist of two each whose interests lie in the Central Asia, South Asia, Southeast Asia, and East Asia areas. Representatives for Central Asia will be added when a sufficient number of Central Asia specialists become core faculty members.

3.1.5.1.3 The undergraduate and graduate representatives will be selected in accordance with section 2.1.2.2. above.

3.1.5.2 Selection and Tenure of the Advisory Council

3.1.5.2.1 Members of the Advisory Council will be elected by the Core Faculty in the spring of each year. Candidates for Council positions must be drawn from the Core Faculty and may be self-nominated or nominated by a Core Faculty colleague. Election will be decided on the basis of a majority of those voting in the election. a). The two candidates who receive the next largest number of votes in each of the three areas represented (East, South, Southeast Asia) will be declared elected. (Representatives for Central Asia will be added when a sufficient number of Central Asia specialists become core faculty members.) Core faculty who will not be on campus during one semester or more of the following year will be excluded from the pool of candidates. In the event a faculty member declines to serve after being selected, then the candidate receiving the next most votes will be named, until the required six members are selected. Heads of ASN Councils (e.g. China Council, India Council, Japan Council, Korea Council, Southeast Asian Council, and any other regional council that may be organized in the future) are members of the ASN Advisory Council. In this capacity they shall attend ASN Advisory Council meetings and have full voting rights in this body.

3.1.5.2.2 The term of office for members of the Advisory Council shall be from the start of the academic year (fall semester) until the end of the summer of the second year.

3.1.5.2.3 In case a vacancy occurs among the members of the Advisory Council, another name will be nominated by the Director and approved by the existing Advisory Council from those faculty members in the same area of specialization to fill the remainder of that member's term.

3.1.5.2.4 No faculty member shall serve more than two consecutive terms in a row. After that, the member must wait one term before being eligible to be nominated again.

4.1. Committees

The Director in consultation with the Advisory Council may appoint standing and ad hoc committees as needed.

5.1. General Procedures

5.1.1 Record keeping

Appropriate records of faculty and committee meetings shall be kept and made accessible to all interested Center members.

5.1.2 Meeting frequency

Center meetings shall be held at least once an academic semester.

5.2. Amendments to Bylaws

5.2.1 Proposing Amendments

Amendments to these bylaws may be proposed in writing by voting members of the Center to the Advisory Council. The Advisory Council shall make recommendations on proposed changes to the Center membership. These proposed amendments will be circulated by email to the Core Faculty, and the next faculty meeting will include a discussion of the proposed changes as an explicit item on the agenda.

5.2.2 Voting on Amendments

Amendments to these bylaws shall be by two-thirds majority vote of the ASN voting members who are present at the meeting or who cast ballots via email.

5.3. Rules of Order

5.3.1 Quorum

A quorum shall consist of one fifth (20 percent) of the core faculty members of the Center. A quorum for Advisory Council shall be a majority of the members.

5.3.2 Passing of Motions

Motions other than amendments to the bylaws are considered passed by a majority of the ASN voting members who are present, or who respond to mail ballots. Members will be informed ahead of time about major issues to be voted on and may request an absentee ballot or proxy vote if unable to attend a meeting. Absentee ballots may be in the form of a paper ballot, fax, or e-mail, and must be received in the Center office before the meeting.

5.3.3 Rules for Other Business

For all other business, Robert's Rules of Order shall be followed.

5.4 Grievances

In case of grievances, the University Grievance Procedures apply.