



Bylaws

Revised April 2017

I. ADMINISTRATION

- A) Faculty Director – The Center is headed by a Faculty Director who is a tenured member of the teaching faculty at CU Boulder with primary scholarly interest in some field of Asian studies. The Director is the primary spokesperson for the Center and in this capacity reports to the Dean of the College of Arts and Sciences – and other university administrators as appropriate – and is subject to periodic review by the Dean. The Director is responsible for the administration of the Center.
- B) Appointment of the Faculty Director – During the final semester of the current Director's appointment, the Executive Committee shall nominate a succeeding Director, and forward that nomination to the Dean for approval and appointment for a term specified by the Dean.
- C) Associate Director – The Director of the Center will be assisted by an Associate Director who is a member of the teaching faculty at CU with primary scholarly interest in some field of Asian studies. The Associate Director shall be nominated by the Director, approved by the Executive Committee, and appointed for a term specified by the Dean of Arts and Sciences. The Associate Director chairs the Curriculum Committee, and serves as the Faculty Advisor for the Asian Studies major.
- D) Executive Director – The Executive Director is a professional staff position responsible for the day-to-day management of the Center and reporting to the Faculty Director. All CAS staff report to the Executive Director. Beyond day-to-day management of CAS, Executive Director responsibilities include initiatives and decision-making regarding grant development, management of sponsored programs including exchange programs with Asian institutions, curriculum initiatives such as Culture and Language across the Curriculum, and coordination of Center outreach activities, with the exception of the above responsibilities as they relate to K-12 programming that falls under the Program for Teaching East Asia. The Executive Director is also empowered to work with the Faculty Director and Associate Director in formulating and making decisions about the long and short term planning of CAS projects, curriculum developments, and outreach initiatives.
- E) Director, Program for Teaching East Asia – The Director of the Program for Teaching East Asia is a research associate position. The TEA Director is responsible for all aspects of the Program for Teaching East Asia, a grant- and gift-funded program at the Center for Asian Studies. The TEA Director leads development initiatives of TEA, provides financial oversight of TEA's sponsored and gift-funded projects, and oversees administration of K-12 professional programs, student programs, and state and national K-12 outreach on East Asia, including the National Consortium for Teaching about Asia.

All TEA staff report to the TEA Director. The TEA Director reports to the Faculty Director.

- F) Executive Committee – An Executive Committee of six voting members drawn from the CU Boulder faculty includes varied geographic and disciplinary representation. Executive Committee members are elected annually by the Executive Committee from nominees solicited from the CAS affiliated faculty and serve staggered, renewable three-year terms as voting members. The Director and Associate Director also serve as voting members of the Executive Committee. The Executive Committee works with the Director to set policy for and administer the Center. It meets at least once per semester. Should a board member miss three consecutive meetings, the board reserves the right to remove and replace that member.
- a. Executive Committee voting – A quorum of 4 voting members is required for the committee to vote. Proxy votes may be received by the Director from Executive Committee members who are unable to attend, as deemed appropriate by the Director.
 - b. *Ex officio* members – *Ex officio* members of the Executive Committee will include the advisor for the Asian Studies major, representatives of the Office of International Education and the Library, and the Director of the Program for Teaching East Asia. Others may be invited to serve *ex officio* by the Executive Committee as appropriate.

II. STANDING COMMITTEES

Faculty affiliated with the Center may participate in the planning and development of the Center's programs and activities through service on the Center's standing committees. Standing Committees are chaired by voting members of the Executive Committee (see Appendix A for standing committee chair responsibilities). Each committee should have at least three voting members, including the committee chair. Committee members are invited to serve by the Director, and serve one-year terms that may be renewed up to two consecutive times for each committee on which they serve. Voting members of each committee should represent, as much as is feasible, the diversity of disciplines across the Asian Studies faculty. Standing committees meet at least once per semester, but typically more often, depending on program and funding conditions and needs.

- A) Speaker & Events Committee – Organizes and oversees speaker series and other regular events for campus and community, including annual CAS Symposium.
- B) Curriculum Committee – Chaired by the Associate Director; oversees and coordinates the Asian Studies curriculum and related issues.
- C) Student Affairs Committee – Decides on student scholarships and fellowships, including Foreign Language Area Studies Fellowships; oversees career panels and mentorship program.

Depending on the needs of the Center's ongoing programs as well as the funding for those programs, additional *ad hoc* committees may be appointed by the Director. Standing committee responsibilities may also be adjusted accordingly. When making decisions on student or faculty grants and fellowships, voting members must recuse themselves from evaluating graduate or

undergraduate advisees or anyone for whom they have submitted a letter of recommendation for the specific award under consideration.

III. LEAVES AND SABBATICALS

When the Director, Associate Director, or member of the Executive Committee is on sabbatical or away from campus for an extended period, the Executive Committee will name an Interim Director, Associate Director, or Executive Committee member. In case of resignation of the Director, Associate Director, or member of the Executive Committee, the Executive Committee appoints a regular faculty member to serve out the term (with the approval of the Dean, in the case of the Director).

IV. ASIAN STUDIES FACULTY

CAS-affiliated faculty members can be rostered in other academic units across the University, in the College of Arts and Sciences as well as Leeds School of Business; the College of Media, Communication and Information; Colorado Law; the College of Engineering and Applied Sciences, etc. CAS affiliates are eligible to apply to CAS for funding, participate on CAS committees, and provide input into CAS activities and the strategic planning process.

The Center also supports a Full-Time Instructor in Asian Studies who is responsible for teaching the core curriculum of the Asian Studies major, and is a voting member of the Asian Studies faculty.

V. CENTER FOR ASIAN STUDIES ADVISORY COUNCIL (CASAC)

An Advisory Council of non-faculty community members advises the Director on Center community outreach and development programs and initiatives. See Appendix B for CASAC Bylaws.

VI. CHANGES AND AMENDMENTS TO THE BYLAWS

Changes and amendments to these bylaws require a majority vote of the Executive Committee. Notice of a motion to change the bylaws must be given at least one meeting prior to the date in which those changes are to be considered.



The Center for Asian Studies' Advisory Council (CASAC) Bylaws

UNIVERSITY OF COLORADO BOULDER

ARTICLE I

Name

The name of this organization shall be the University of Colorado Boulder, Center for Asian Studies' (hereinafter referred to as CAS) Advisory Council (hereinafter referred to as the CASAC).

ARTICLE II

Purpose and Objectives

- a) To serve as an outside constituency and advisory body for CAS; bringing community perspectives to the Faculty Director and Executive Director of CAS;
- b) To promote the objectives of CAS through personal contributions and fund-raising; encouraging and assisting with resource development through advocacy for state and federal funding, internal campus budgeting, corporate relationships, and private gifts to benefit the Center
- c) To consult with and to advise the Director and faculty of CAS on CASAC members' individual areas of expertise and interest;
- d) To assist in publicity, public relations and community outreach of the Center.
- e) To provide an avenue of direct liaison between CAS and other constituencies to promote understanding, cooperation, synergy and mutual benefit

ARTICLE III

Organization and Administration

Section 1. Membership

The CASAC shall consist of up to twenty-five regular members.

The CASAC shall additionally include as voting members the CAS Faculty Director, CAS Executive Director and one additional representative of the CAS

Executive Committee. Other voting members of the CAS Executive Committee shall serve as ex officio members of the CASAC.

- b) The Coordinating Committee of the CASAC will be comprised of the CASAC Chair, the CAS Faculty Director, and the CAS Executive Director.
- c) The presiding officer shall be Chair of the CASAC. The Chair shall be elected by the members of the CASAC from among themselves by simple majority. The Chair shall serve for a period of two years, renewable if agreed to by both the Chair and the CASAC. In the event the Chair is unable to preside, a member of the CASAC designated by the CASAC Chair shall preside.

Section 2. Term of Office

- a) The typical term of office for regular members of the CASAC is three years. Terms may be extended in three year increments at the discretion of the Coordinating Committee (CASAC Chair, CAS Faculty Director and CAS Executive Director). The CAS Executive Committee representative will serve for up to two years.
- b) Candidates for membership on the CASAC may be proposed by any member of the CASAC or the broader CAS community. The Coordinating Committee of the CASAC will review all recommendations and invite members.
- c) Any member who is absent for three consecutive meetings will be considered inactive. They will receive written notification of this status and their membership shall be subject to review by the Coordinating Committee.

Section 3. Meetings

- a) The CASAC shall hold two regular meetings per year, normally one each during the fall and the spring semesters.
- a) Notice of each regular meeting shall be provided in writing (normally by Email) to each member of the CASAC at least thirty days before the meeting.
- b) Members residing inside the U.S. but outside of Colorado will be expected to attend via phone, skype or other social media. Members residing outside of the U.S. are encouraged to join the meetings via skype or social media. In cases where this is not feasible, the Coordinating Committee will arrange a call after each regular meeting. When members residing outside of the U.S. visit Colorado they will be expected to inform the Coordinating Committee and meet with the Committee and other members as available.

Section 4. Quorum & Voting

- a) A quorum shall consist of at least one third of the voting members of the CASAC.
- b) Except as specified elsewhere in these Bylaws, actions shall be taken by a simple majority of the votes cast. Voting may also be carried out between regular meetings by an electronic poll of all CASAC members.

ARTICLE IV

Committees & other responsibilities

From time to time, the CASAC may wish to establish both standing and ad-hoc committees or taskforces. These committees will reflect the on-going concerns and interests of the CASAC. Other responsibilities are outlined in the document Roles, Responsibilities & Expectations for Members of the CASAC. This document, provided to each member at the Fall meeting, will be reviewed and, if necessary, updated.

ARTICLE V

Amendments

The Bylaws may be amended at any regular or special meeting of the CASAC or by e-mail or phone provided written notice of the contemplated amendment or amendments shall have been given to the members of the CASAC at least fifteen days prior to the meeting or date at which the amendment or amendments are presented for a vote. A two-thirds vote by the voting members of the CASAC shall be required to amend the Bylaws.

Approved December, 2016

APPENDIX B

CAS Standing Committee Chair Responsibilities

Chair receives information from CAS regarding committee business, budget information, upcoming deadlines, applications to review, etc.

Chair sets meeting agenda.

Chair provides his/her meeting availability to CAS; CAS will contact other committee members to schedule meeting (unless Chair prefers to handle him/herself).

Chair may ask CAS to deliver materials to committee members before meeting if necessary.

Chair runs meeting.

Chair reports outcomes of meeting to the Executive Committee; written minutes may also be distributed to the Executive Committee as appropriate.

Chair will receive from CAS drafts of letters announcing funding/awards when appropriate. Chair should note on each letter what response should be sent to each applicant and return drafts to CAS. The Executive Director or other CAS staff will send out letters.

Chair should consider any necessary revisions in committee activities/responsibilities and make recommendations to CAS Executive Committee when appropriate.

APPENDIX C

THE PROGRAM FOR TEACHING EAST ASIA at the CENTER FOR ASIAN STUDIES

ARTICLE I *Name and History*

The Program for Teaching East Asia (TEA) is a self-sustaining, grant- and gift-funded program housed at the Center for Asian Studies (CAS), University of Colorado Boulder and serving as the pre-college education outreach and professional development program on East Asia for the Center for Asian Studies.

The Program for Teaching East Asia was established in 1985. TEA relocated to the University of Colorado Boulder in 2000 and was incorporated into the Center for Asian Studies administrative unit in 2003. TEA's program mandate is in effect at CAS until such a time that funding to TEA is no longer sufficient to maintain projects and a dedicated staff.

ARTICLE II *Purpose and Objectives*

The Program for Teaching East Asia facilitates enriched and expanded teaching and learning about East Asia at the precollege level by conducting professional development programs for K-12 educators as well as academic and exploratory programs for K-12 students. TEA projects provide venues for discussion and exchange between precollege audiences and East Asian specialists. To this end, TEA draws upon the expertise of East Asianists from the University of Colorado and other institutions, as well as journalists, policymakers, and others. TEA projects and services include, but are not limited to:

- a) Professional development programs on East Asian studies and languages for K-12 educators, which may include workshops, credit-bearing continuing education courses, online seminars and courses, summer study tours in East Asia, and summer institutes;
- b) Curriculum design support for elementary and secondary teachers and schools;
- c) Development and dissemination of K-12 curriculum materials;
- d) An East Asian studies resource center, lending library, and information clearinghouse for K-12 educators in Colorado and nationwide, housed in a dedicated TEA Resource Center;
- e) National administration of the National Consortium for Teaching about Asia;

f) Immersion and exploratory East Asian language and culture projects for K-12 student populations, including It's Elementary, a service project linking CU undergraduates with elementary classrooms in Boulder Valley School District;

g) Development and maintenance of networks with other Asian studies educational initiatives both statewide and nationally.

ARTICLE III

Organization and Administration

TEA is a self-funded program at the Center for Asian Studies. TEA's funded projects operate independently, but in cooperation with CAS and in support of the CAS outreach mission. The Director of TEA reports to the Faculty Director of the Center for Asian Studies. TEA staff report to the Director of TEA. The organizational structure for TEA is outlined in the CAS Organizational Chart (2014).

TEA staff consist of a Director, Assistant Director, Program Coordinators/Project Directors, and other Project Staff, as determined by currently funded programs, as well as an Assistant to the Director for Grant Administration. On occasion, staff may be hired jointly by CAS and TEA for shared responsibilities, as in the case of the Assistant to the Director for Grant Administration, or take on shared responsibilities across programs.

TEA staff hold titles of Research Faculty at the Senior Research Associate, Research Associate, or Research Assistant levels or Professional Staff. TEA staff members are hired by a committee headed by a senior TEA staff member. Hiring and review processes for TEA staff follow the regulations and procedures for Research Faculty and Professional Staff of the Office of the Vice Chancellor for Research at the University of Colorado Boulder.

TEA Director. The Director of TEA serves at the level of Research Associate or Senior Research Associate. The TEA Director will be hired by a committee that includes two current TEA staff members, including the current TEA director if available, and the Faculty Director of CAS. The TEA Director is responsible for programmatic and financial administration and oversight of all projects conducted by TEA, as well as day-to-day management of TEA. TEA Director responsibilities include, but are not limited to, leadership in grant development, financial management of sponsored and gift-funded projects, management of specific projects as Project Director or Principal Investigator, and responsibilities detailed in individual funded projects. The TEA Director is an ex officio member of the CAS Executive Committee.

TEA Assistant Director. This position is filled as warranted, determined by the number of TEA projects and size of annual budget. The TEA Assistant Director may be promoted from within TEA or hired through the Research Faculty hiring procedures. The TEA Assistant Director assists the TEA Director with all aspects of TEA administration and may be named as Acting Director in the event of extended absence of the Director.

TEA Program Coordinators/Project Directors. The Principal Investigators of specific projects serve with the title of Project Director. Project directors with multiple projects serve with the title

of Program Coordinators. As funding warrants, TEA staff includes a China Program Coordinator, A Japan Program Coordinator, and a Korea Program Coordinator.

TEA Staff Assistants. As warranted by projects, TEA may hire staff assistants (Professional Research Assistants or Professional Staff through the Office of the Vice Chancellor for Research).

TEA Interns and Graduate Assistants. For “It’s Elementary” and other projects, TEA may engage student interns or graduate assistants. Students engaged in TEA programs for course credit report to the TEA project director and may be required to report to the CAS Asian Studies Program Director.