



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