

**BYLAWS  
CENTER FOR ASIAN STUDIES  
Arizona State University**

**PREAMBLE**

This document contains the bylaws for the Center for Asian Studies at Arizona State University and supersedes all previous documents addressing that purpose. These bylaws shall be binding upon current and future administrative officers and members of the Center. If any policies or procedures in these bylaws conflict with policies or procedures of the College of Liberal Arts and Sciences (CLAS), the University (ASU), or the Arizona Board of Regents, the policies or procedures of the latter three shall take precedence. If one portion of this document comes into conflict with these policies or procedures or otherwise becomes invalid, the rest of the document remains in force.

**NAME OF THE ORGANIZATION**

The name of the unit to which these bylaws apply is The Center for Asian Studies, Arizona State University, Tempe, Arizona.

**I. STATEMENT OF PURPOSE**

The Center for Asian Studies (CAS) was established in 1966 for the purpose of supporting, promoting and coordinating the study of Asia in the various academic departments of the University through research, curricular development, lectures, symposia, and publication. The Center focuses on the three East Asian countries of China, Japan and Korea. The Program for Southeast Asian Studies (PSEAS), established in 1986, also functions under the Center's umbrella. South Asian studies has been a part of the Center since the early 1980s.

The parts of Asia constituting the Center's areas of direct concern includes therefore East, Southeast, and South Asia. It deals officially neither with the study of any other areas in the vast Asian continent nor with the study of Asians in the United States.

**II. ORGANIZATION**

The organizational structure of CAS shall consist of members, associate members, a Director, an Advisory Committee, Standing Committees, Ad Hoc Committees, and staff. The broad responsibilities and functions of each are as set forth below.

### **III. MEMBERSHIP**

- A. Membership is extended to faculty and academic professionals holding temporary or permanent appointment with the University and engaging in research and/or teaching of the areas of Asia specified as being under CAS's direct concern.
- B. Associate membership is extended to graduate students officially enrolled at ASU who are writing theses or dissertations related to these same Asian areas, to undergraduate majors in the various disciplines that include Asian studies, and to the CAS's administrative staff.
- C. Adjunct membership is extended to: (1) scholars of Asia at other institutions in Arizona who show interest in the Asian studies programs at ASU; (2) members of the Valley community who are interested in one or more of the Asian studies programs at ASU; and (3) others who have directly or indirectly supported Asian studies at ASU.

### **IV. DIRECTOR**

- A. The Director of CAS shall be appointed by the Dean of the College of Liberal Arts and Sciences with the concurrence of the Provost.
  - 1. The Dean of CLAS shall solicit from the members of CAS their recommendations for the Director.
  - 2. Among the qualifications required of the Director shall be: (1) a tenured position on the ASU faculty at the main campus; (2) potential effectiveness in administering CAS in terms of its objectives; (3) a distinguished record of scholarship on Asia.
  - 3. The normal term of the Directorship is five years. Upon the recommendation of the membership and at the Dean's discretion, the term may be extended up to a maximum of eight years.
  - 4. The Dean shall solicit annually from selected members of the CAS an evaluation of the Director, to be carried out in accordance with standard College and University procedures.
- B. The Director shall assume the primary responsibility for administering CAS and its programs, subject to the limitations specified elsewhere in these bylaws and in University rules and regulations.

## V. ADVISORY COMMITTEE

- A. The Director shall appoint an Advisory Committee whose function shall be to provide counsel to the Director on CAS programs and activities.
- B. Membership on the Advisory Committee shall consist of at least one representative from each major area of Asian studies (East, Southeast, and South Asia) on campus plus the chairs of the two standing committees.
- C. Under normal circumstances, members shall be appointed for a term of three years.
- D. The Advisory Committee shall be chaired by the Director of CAS.
- E. There will be at least one meeting of the Advisory Committee each academic semester. Other meetings may be called by the Director or upon a petition of more than one-third of the Committee's membership.
- F. For purposes of conducting the business of the Advisory Committee, a quorum will consist of a simple majority of committee members.

## VI. COMMITTEES

- A. There shall be standing committees and ad hoc committees.
  - 1. Each committee and its chair shall be appointed by the Director and shall consist of at least three members.
  - 2. Each committee shall advise the Director with respect to its charge.
- B. There shall be the following standing committees.
  - 1. Library Committee: to advise, support, and work with the library regarding the needs of Asian studies at ASU.
  - 2. Study Abroad Committee: to facilitate and promote communication between different units of Asian studies on exchanges and to advise the International Programs Office concerning exchange programs with Asia.
- C. Ad hoc committees shall be appointed by the Director as needs warrant.

## **VII. BUDGET**

A budget report shall be made to the Advisory Committee at the first meeting of that group during the fall semester. A discussion of budget priorities for the following academic year shall also be included during the meeting in the spring semester.

## **XII. AMENDMENTS**

These bylaws may be amended at any time by a two-thirds vote of the Advisory Committee. Proposed amendments must be written down and distributed at least one week prior to the vote.