

CENTER FOR SOUTHEAST ASIAN STUDIES (CSEAS)
School of Pacific and Asian Studies (SPAS)
University of Hawai'i at Mānoa

BY-LAWS

I. Preamble

The Center for Southeast Asian Studies (CSEAS) is one of several Centers within the School of Pacific and Asian Studies (SPAS), which was created by the Hawai'i State Legislature in 1987 to signal its commitment to the study of Asia and the Pacific at the University of Hawai'i at Mānoa (UHM). CSEAS is firmly committed to the University's three-fold mission of instruction, research and service. Its primary goals are to promote the study of Southeast Asia within the University of Hawai'i system and to encourage the exchange of information on Southeast Asia with the federal and state governments and with national and international communities and academic institutions.

II. Membership

There are three general categories of membership: Faculty, Staff, and Students.

A. Faculty

Affiliate Instructional, Research and Specialist faculty are those located in the various departments and programs at UHM whose teaching, research and administration activities involve a minimum of 25% concentration on Southeast Asia and are listed on the CSEAS website under "Faculty, Research Specialist Database."

B. Staff

Director with .50 position.

Associate Director/Outreach Coordinator with 1.0 position.

C. Students

Students who are concentrating on Southeast Asia at the M.A. or Ph.D. level and have a member of the Southeast Asia faculty as their advisor.

III. Organization

A. Director

1. CSEAS will be headed by a Director, who must be a member of the Southeast Asia instructional or research faculty (See II. A.). In the Director's absence, the Associate Director will act on his/her behalf.
2. Election of the Director
 - a. Any member of the instructional or research faculty as noted in II. A. may be nominated by another member for the position of Director.
 - b. All nominations must be accompanied by the written agreement of the nominee to serve if elected. Directors serve for a term of four years.
 - c. Those eligible to vote are faculty and staff included in II.A&B; Southeast Asian studies emeriti faculty; and a student representative to be selected from the editorial board of the student journal EXPLORATIONS or other representative body
 - d. The candidate receiving a plurality of votes will be recommended to the Dean of SPAS for appointment.
 - e. The Director will be eligible to serve two consecutive terms for a total of eight years. After one term, a director will be eligible for nomination to election for a second term.
3. Duties of the Director
 - a. Appoint the chairs of ad hoc committees; and convene the CSEAS Executive Committee.
 - b. Write proposals and otherwise seek funding for CSEAS programs and activities.
 - c. Provide overall direction for CSEAS.
 - d. Promote and represent the Center at academic, governmental, and community functions in Hawai'i, the US, and abroad.
 - e. Coordinate academic and administrative programs that support the CSEAS mission.

B. Associate Director

The Director will be assisted by the Associate Director.

The Associate Director will be appointed by the Executive Committee and will retain the office unless replaced by majority vote of the Executive Committee and approved by the Dean of SPAS.

C. Executive Committee

1. The Executive Committee will be composed of the Director, the Associate Director/Outreach Coordinator, chairs of committees created by the Director, representatives from certain affiliated centers and professional schools, and a student representative from the editorial board of the student journal EXPLORATIONS or other representative body.

2. All members of the Executive Committee will have equal voting rights (including the Director and Associate Director). Decisions shall be made by majority vote.

3. The Executive Committee will consider all matters of major concern and policy, and it will be empowered to create sub-committees whenever necessary.

4. Meetings will be called at least once each semester. The meeting agenda and a reminder notice will be distributed prior to the meeting. Minutes of the meeting will be kept and distributed to the Executive Committee.

5. A quorum will consist of 50%+1 of the members of the Executive Committee.

D. Committees

Ad-hoc committees will be established as needed to facilitate the Center's work.

E. Amendments

Amendments to the By-laws may be proposed by persons covered under Section II (Membership).

B. Amendments must be ratified by two-thirds of the Executive Committee.

F. Effective Date

These By-laws will be effective upon ratification by a majority vote of the CSEAS Executive Committee.