

CENTER FOR SOUTHEAST ASIAN STUDIES (CSEAS)
in the School of Asian and Pacific Studies (SPAS)
at the University of Hawai'i at Mānoa (UHM)
(12/20/21 - approved)

BY-LAWS

I. Preamble

The Center for Southeast Asian Studies (CSEAS) is one of several Centers within the School of Asian and Pacific 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

1. Instructional, Research and Specialist faculty are those located in the various UHM departments and programs whose teaching, research and administration activities involve a minimum of 25% concentration on Southeast Asia.

2. Affiliate faculty are those with Southeast Asian teaching and research interests who are formally associated with CSEAS and are listed on the CSEAS website.

B. Staff

Director and Associate Director/Outreach Coordinator.

Graduate Assistantships are contingent on the availability of extramural funding.

C. Students

UHM 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. Eligibility & Term of Office

a. The Director is appointed by the Dean of CALL, in consideration of CSEAS' recommendation, for a four-year term.

- b. 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 an election for a second term.
- c. The CSEAS Director must be a member of the Southeast Asia instructional or research faculty at the University of Hawai'i at Mānoa.
- d. In the Director's absence, the Associate Director will act on his/her behalf.

2. Procedures for Selecting the Center Director

- a. Nominations and selection (by ballot) of the next center Director takes place in the Spring semester of the Director's 4th year of service. Any member of the CSEAS faculty 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.
- c. Those eligible to vote are any members of the CSEAS faculty (including emeriti), specialists and staff, and a student representative to be chosen by the Southeast Asian Studies Student Association (if applicable).
- d. The candidate receiving a majority of votes will be recommended to the Dean of CALL by the sitting Center Director.

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 in carrying out Center duties, effectively resolving operational and administrative matters in accordance with current policies, procedures and directives for the CSEAS.

1. Duties of the Associate Director

Updates 2021

- a. Administer grant-funded Center projects, including fiscal management, application/review process, post-award issues, and report preparation.
- b. Organize professional events, including logistical and fiscal planning, for on-campus and international programming.
- c. Oversee the Center website and public outreach activities, both virtual and face-to-face.
- d. Develop and maintain Center databases for program activities to facilitate program evaluation.
- e. Supervise Center staff, coordinate schedules and organize resource access for Center work responsibilities.
- f. Create and maintain positive collaborative relationships with internal UHM entities and also external constituencies.

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 representative from the Southeast Asian Studies Student Association.
2. Term of service will vary according to Center needs.
3. All members of the Executive Committee will have equal voting rights (including the Director and Associate Director). Decisions shall be made by majority vote.
4. The Executive Committee will consider all matters of major concern and policy, and it will be empowered to create sub-committees whenever necessary.
5. 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.
6. 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

Updates 2021

1. Amendments to the By-laws may be proposed by persons covered under Section II (Membership). B.
2. Amendments must be ratified by a majority vote of the Executive Committee in a duly constituted committee meeting

F. Effective Date

These By-laws will be effective upon ratification by a majority vote of the Executive Committee in a duly constituted committee meeting