

Bylaws of the Asian Studies Advisory Council, University at Buffalo

Approved October 16, 2012

I. Purpose

The purpose of the Asian Studies Advisory Council (ASAC) at the University at Buffalo is to:

1. provide guidance and support to the Asian Studies Program Director;
2. oversee Asian Studies degree programs;
3. make recommendations on policy matters related to teaching and research about Asia at the university; and
4. encourage the participation of students and faculty colleagues in the scholarly and co-curricular activities of the Asian Studies Program.

The members of the ASAC affirm their commitment to collegiality as the most effective basis upon which to manage the affairs of and maintain excellence within the Asian Studies Program.

II. ASAC Membership

1. Appointment

Members of the Asian Studies Advisory Council shall be recommended for appointment by the Executive Committee of the Asian Studies Advisory Council and appointed by the Dean of the College of Arts and Sciences for three-year terms. Terms shall be staggered so that approximately one-third of the members start a new three-year term at the beginning of each academic year.

2. Eligibility

Each member of the ASAC shall be a faculty or staff member employed by the University at Buffalo who has a professional interest in advancing knowledge about Asia. UB professors, administrators, and staff in decanal units or administrative offices outside the College of Arts and Sciences who have an interest in advancing education about Asia shall be encouraged to join the ASAC. There is no limit to the number of three-year terms a member of the ASAC may serve, as long as that member remains affiliated with the University at Buffalo.

III. Governance

1. Chair

A. Selection

The Dean of the College of Arts and Sciences shall appoint the Chair upon recommendation of the Executive Committee. The appointed chair must have

previous experience on the ASAC either as a current or former member. The chair normally serves a term of two years and may be reappointed by the Dean.

B. Responsibilities

1. The Chair shall call meetings of the ASAC at a time and place that is generally convenient for ASAC members.
2. The Chair shall preside over meetings of the ASAC, ensuring that members in attendance have the opportunity and sufficient time to discuss issues relevant to the ASAC and the Asian Studies Program.
3. The Chair, along with the Director, shall ensure the implementation of motions approved by the ASAC. If a motion approved by the ASAC requires approval or action by the Dean of the College of Arts and Sciences, the Chair, or director or executive committee, as appropriate, shall advocate for the approved motion to the Dean.
4. The Chair, along with the Director, shall represent the Asian Studies Program to the College of Arts and Sciences and to the University.

C. Absence of the Chair

If the Chair is absent at an ASAC meeting, a member of the Executive Committee shall chair that meeting. If the Chair is on leave or not on campus for other reasons for a semester or equivalent period of time, the Executive Committee may ask the Dean to appoint an acting chair. If the Chair is on leave or not on campus for other reasons for a period of six months or more, the Executive Committee may ask the Dean to appoint another chair.

2. Executive Committee

A. Members

The Executive Committee shall consist of the Asian Studies Program Director, the Asian Studies Advisory Council Chair, the Asian Studies Director of Undergraduate Studies, and no more than three other members of the ASAC who are voted onto the Executive Committee by simple majority vote of all members of the ASAC. At least one member of the Executive Committee shall be affiliated with a decanal unit outside the College of Arts and Sciences. Voting for the Executive Committee shall occur at the first ASAC meeting of each academic year.

B. Responsibilities

The Executive Committee shall represent the ASAC in meetings with the Dean of the College of Arts and Sciences and other UB administrators. The Executive Committee shall meet as necessary to discuss and advise the Director on matters related to the Asian Studies Program in between meetings of the ASAC. The Executive Committee may make recommendations to the ASAC on policy changes or other actions.

3. Meetings of the ASAC

A. Regular meetings

The ASAC shall meet at least two times during each academic year—once in the fall semester and once in the spring semester.

B. Special meetings

By decision of the Chair, the Executive Committee, or the ASAC as a whole, additional meetings can be called to address issues of critical importance to the ASAC or the Asian Studies Program.

C. Meeting Agenda

The Chair shall set the agenda of the ASAC meetings in consultation with the Asian Studies Program Director. ASAC members can also place items on the agenda by written notification to the Chair at least two days prior to a regular or special meeting.

D. Notice

Adequate notice of the date, time, and location of meetings shall be given to each ASAC member.

E. Attendance at Meetings

Meetings are open to all members of the ASAC, other faculty and staff who are asked to make a presentation or have other official functions, and other invited guests. Members may request to participate in a meeting of the ASAC by phone, Skype, or similar technology that allows for remote participation. As long as arrangements are logistically feasible, such requests shall not be denied.

F. Minutes

The recording of minutes at regular and special meetings shall be taken by a staff or faculty member designated by the Chair. At the beginning of each meeting, the minutes from the previous meeting shall be reviewed, amended as necessary, and approved.

4. **Voting procedures**

A. Motions

Any motion that is proposed by a member of the ASAC at a meeting and seconded by another member shall be voted on by the members who are present at the meeting. Members may submit motions to the Chair in advance of a meeting.

B. Vote

A simple majority vote of ASAC members present at a meeting is required to approve a motion. Voting shall generally be conducted by show of hands; a written ballot shall be used if requested by any member. Voting by absentee ballot or proxy is allowed. Members participating by phone, Skype, or similar technology shall be considered present and may vote. If a written ballot is called for, the Chair has the discretion to

allow a member participating remotely to send his/her ballot by email, text message, or similar technology.

- C. At the discretion of the Chair, voting by paper or email ballot may occur outside of regular or scheduled meetings. In voting by email, a motion shall be considered approved if a majority of members submitting ballots by a designated date and time vote in favor of the motion.

5. Other committees

A. Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee shall be a standing committee of the ASAC. The Committee shall provide oversight of and suggest changes to the Asian Studies major and minor. The Committee shall consist of the Asian Studies Program Director, the Director of Undergraduate Studies, and volunteers who are members of the ASAC. The curriculum committee may include University at Buffalo faculty or staff who are not members of the ASAC but who have expertise in matters related to the undergraduate curriculum, including but not limited to a representative of the Study Abroad office. The Undergraduate Curriculum Committee shall be chaired by the Director of Undergraduate Studies.

B. Ad-hoc committees

The ASAC may establish by simple majority vote additional ad-hoc committees and charge them with specific tasks. Such committees shall include ASAC members who have volunteered to serve on them and may include other members of the University at Buffalo community who have expertise or interest in the tasks of particular committees. Ad-hoc committees may include undergraduate or graduate students, if determined appropriate by the ASAC when it establishes the committee. In establishing an ad-hoc committee, the ASAC may limit its existence to a specific period of time.

IV. Asian Studies Program Director

1. Appointment

The Asian Studies Program Director shall be appointed by the Dean of the College of Arts and Sciences according to normal CAS policy and following consultation with the ASAC Executive Committee. If an external search for a Director is determined to be necessary or advisable, the Dean shall appoint a search committee that shall include representation from the ASAC. Normally, the Director shall be appointed for no more than two 3-year terms.

2. Responsibilities

The Director of Asian Studies shall:

- a. plan and encourage the development of Asian Studies at UB;

- b. oversee Asian Studies degree programs, in conjunction with the ASAC Undergraduate Curriculum Committee;
- c. organize and promote Asian Studies programs on and off campus;
- d. manage the program budget, with assistance of the fiscal administrator;
- e. supervise the assistant director, graduate assistant, and any other staff hired to work in the program;
- f. report promptly to the Dean on matters affecting the welfare of the Asian Studies Program; and
- g. represent, along with the Chair, the Asian Studies Program to the College of Arts and Sciences and to the University.

3. Role on ASAC

The Director shall be a voting member of the ASAC and work closely with the Chair to develop an agenda for each ASAC meeting. The director shall also report at each ASAC meeting on progress or challenges in the Asian Studies Program. The Director shall work closely with the Chair and other ASAC members to develop short- and long-term plans for the program.

V. Amendments

Amendments to these bylaws may be proposed by the Executive Committee, by a committee appointed to review the bylaws, or by a petition of at least 30 percent of ASAC members. Any proposed amendments shall be considered at a meeting of the ASAC. Amendments to the bylaws must be approved by written ballot of a simple majority of *all members* of the ASAC.

VI. Separability and Compatibility

If any portion of these bylaws is adjudged by any court of competent jurisdiction to be invalid, such judgment shall not invalidate the remainder of these bylaws.

These bylaws shall be compatible with and subordinate to the College of Arts and Sciences Bylaws, the University at Buffalo's Bylaws of the Voting Faculty, the authority and policies of the Trustees of the State University of New York, the authority and policies of the Council of the State University of New York at Buffalo, and the laws of the State of New York and the United States of America.