

Asia Center Bylaws
Adopted on 3/9/07, amended on 11/18/09

Article I: Name and Purpose

- 1.1. The name of the organization shall be the University of Kentucky Asia Center.
- 1.2. Mission: The Asia Center is a catalyst for educational and professional opportunities to engage with Asia's peoples, cultures, heritages, geographies, languages, arts, sciences, economies, and technologies. The Center works with the University of Kentucky to prepare the Commonwealth for the global economy.
- 1.3. Activities: The Asia Center carries out its mission by: providing leadership and coordination for Asian Studies at UK and promoting formal and informal education about Asia on campus, throughout Kentucky, and the region.
The Asia Center:
 - a) publicizes Asia-related programs and events and seeks to raise awareness of and interest in Asia on campus;
 - b) supports the creation of new opportunities to learn about Asia, including an interdisciplinary curriculum in Asian Studies;
 - c) encourages and supports research in Asia and Asian Studies, sponsors events and provides opportunities for local and regional engagement;
 - d) fosters linkages among UK, the Commonwealth, and institutions and peoples in Asia.

Article II. Asia Center Director

- 2.1. Any tenured Asia Center Affiliated Faculty member at the rank of Associate Professor or above at the University of Kentucky is eligible to serve as Director. The Director is appointed by the Associate Provost for International Programs. The Associate Provost for International Programs follows the same procedures for appointment of the Asia Center Director as for Department Chairs, utilizing a Chair/Director search committee constituted according to University regulations. The Steering Committee is charged with advising the the Associate Provost for International Programs on the composition of the search committee.
- 2.2. The Director position may be shared by two faculty members as Co-Directors.
- 2.3. The normal term of service as Director is four years, and the position is renewable for a second term.
- 2.4. The Director will be evaluated every two years as part of the University's Faculty Merit Evaluation process. This evaluation will be the responsibility of the Asia Center Review Committee, a sub-set of Asia Center Steering Committee members,

or Faculty affiliates, appointed and led by the Associate Provost for International Programs.

- 2.5. The Asia Center Director serves as the Chair of the Steering Committee.
- 2.6. The Director is a voting member of the Asia Center Steering Committee. The Director is an ex-officio member of all Standing and Ad Hoc Committees. The Director will not participate in Review Committee activities involving evaluation of the Director.
- 2.7. The Director has responsibility for daily administration of the program and oversight of all aspects of program administration, including, but not limited to, budget and office personnel.
- 2.8. The Director regularly provides information to the Advisory Board regarding the implementation of official policies, as well as, the accomplishments, problems, and general state of the program. At least once a year, the Director will present a comprehensive report on the state of the Asia Center programs to the Advisory Board of the Asia Center.
- 2.9. The Director is charged with soliciting opinion and advice from the Advisory Board, Affiliated Faculty, Steering Committee, representatives of other interdisciplinary programs, and other constituencies inside and outside the University, as needed.
- 2.10. The Director is the liaison for the program with the University Central Administration, and serves as spokesperson for the Center, in accordance with the policies set by its representative bodies.

Article III. Asia Center Steering Committee

- 3.1. Purpose. The purpose of the Asia Center Steering Committee is to advise the Asia Center Director and to establish policy based on recommendations from the Asia Center Advisory Board, and the Asia Center Affiliated Faculty.
- 3.2. Membership. The Asia Center Steering Committee may have no fewer than eight and no more than 12 members. The Director of External Relations is an *ex-officio* member of the Steering Committee. Information on the membership of the Asia Center Steering Committee will be readily available (for example, on the Asia Center webpage).

Appointment: New Steering Committee members will be nominated by the existing Steering Committee members and invited to the Committee by the Director. A diversity of experience with Asia and balanced representation of UK colleges and units are goals for appointing the Steering Committee members. The Director will send a letter of appointment to new members in the beginning of their

term. Each year, half of the Steering Committee members will be replaced or reappointed.

- 3.3. Terms. The term of members of the Asia Center Steering Committee is two academic years. Members may be re-appointed for additional terms.
- 3.4. Meetings. The Asia Center Steering Committee will meet at least three times per semester during the academic year. Regularly scheduled meetings will be announced no fewer than two weeks before the scheduled date of meeting. Minutes of meetings will be distributed to committee members and kept on file at the Asia Center office, available upon request.
- 3.5. Chair. The Asia Center Director will chair Steering Committee meetings. The Director is also a voting member of the Asia Center Steering Committee.
- 3.6. Quorum. A quorum must be achieved by at least fifty percent of the Steering Committee members before formal motions may be made or passed.

Article IV. The Asia Center Advisory Board

- 4.1. The Advisory Board is a voluntary body of community leaders, business representatives, government liaisons, higher education representatives, and others who support the Asia Center's mission and goals. The Advisory Board does not have any legal or governing authority, but is considered key to building a secure, ongoing program.
- 4.2. Membership. The Advisory Board is made up of 10- 15 community members who represent business, educational, and community organizations with interest in Asia. Ex-Officio members will include UK college deans, Asia Center steering committee members, and a representative of the President's and the Provost's offices.
- 4.3. Chair. The Board will elect a Chairperson whose term lasts 2 years.
- 4.4. Meetings. The Board will meet at least once per year. In between meetings, the Asia Center directors will keep the Advisory Board Chair informed of the Center's activities on a regular basis.
- 4.5. Duties. The primary work of the Asia Center Advisory Board is to monitor and assist with the direction of the Asia Center through the exercise of their advisory powers. In addition, the Advisory Board will play an important public relations role. Advisory Board members may request that an issue be considered by the Steering Committee.
- 4.6. Committees. Advisory Board members of the Asia Center will be encouraged to serve on appropriate committees to provide multiple perspectives and concrete ideas on program development and other issues. The standing committees are presently: Business and Industry Partnerships, Education, and Development.

Article V. Asia Center Affiliated Faculty

- 5.1. Purpose. The Asia Center Faculty Affiliates are advocates for Asian Studies who support and publicize Asia Center programs and collaborate on funding opportunities for curriculum development, research, and community engagement.
- 5.2. Membership. Full-time University of Kentucky faculty members, University of Kentucky Emeritus faculty, and Asian Studies faculty from other Kentucky colleges and universities are eligible to become Asia Center Affiliated Faculty, and may apply for affiliation through the application available on the Asia Center website.
- 5.4. Asia Center Affiliated Faculty will meet at least once per academic year.

Article VI. Amendments

- 6.1. The Bylaws can be amended by a majority vote of the Asia Center Steering Committee.
- 6.2. Amendments may be proposed by any member of the Steering Committee.
- 6.3. The proposed amendment or amendments must be presented in written form to the Director and distributed to the Steering Committee at least two weeks in advance of the meeting at which they will be discussed.