

Constitution and Bylaws Asian Studies Minor Eastern Illinois University

Article I Name

The organization's name shall be the Asian Studies Minor of Eastern Illinois University (ASM).

Article II Mission

The Asian Studies Minor is an interdisciplinary academic minor. The ASM promotes education about Asia (East, South, and Southeast), coordinates Asia-related courses (75% or more of their content on Asia), and offers and supports Asia-related programs and research across all campus units for the interest of the university and wider community.

Article III Membership

§ 1. Membership shall be divided into the following categories.

a. ASM Faculty: teach Asian Studies courses within the minor.

b. ASM Affiliate Faculty: EIU faculty who participate in ASM functions or conduct research or service in Asian Studies at Eastern Illinois University.

§ 2. All ASM members, both Faculty and Affiliate Faculty, may vote at ASM meetings, and participate fully in all ASM functions.

§ 3. Only ASM faculty members may serve as Coordinator of the Asian Studies Minor and on the executive committee.

§ 4. ASM faculty and affiliate faculty may elect students to serve as non-voting members.

Article IV Leadership

§ 1. The ASM Coordinator and executive committee comprise the ASM leadership.

§ 2. Coordinator

Election and Term: The ASM faculty recommends a coordinator-designate to the Dean of Arts and Humanities, who appoints the ASM coordinator. The coordinator-designate is elected as necessary, by secret ballot of ASM faculty. The coordinator's term runs for three years and is renewable. Should a coordinator become unable to serve, the executive committee will designate an acting coordinator from among its members.

Duties:

The ASM coordinator shall:

- a. Recruit and advise students about the ASM minor
- b. Coordinate and appoint chairpersons of ASM committees and initiatives
- c. Call and chair regular ASM program meetings
- d. Prepare the ASM budget, in coordination with the executive committee
- e. Pursue institutional and external funding for the minor
- f. Represent the ASM program to the Administrative Council and Dean of Arts and Humanities
- g. Serve as an advisory board member of the Interdisciplinary Center for Global Diversity
- h. Serve as ASM representative external organizations such as the ASIANetwork
- i. Create ad-hoc committees as necessary, in consultation with the executive committee
- j. Perform other duties as required to assure the viability and accessibility of the ASM.

§ 3. Executive Committee

Membership: The executive committee shall consist of:

- a. Three ASM faculty, elected by the ASM membership by secret ballot at a scheduled meeting at the end of the Spring Semester. These members are designated herein as ‘a,’ ‘b,’ and ‘c’. In order to establish continuity and unity of purpose on the executive committee, upon institution of these bylaws:

The committee member first elected to position ‘a’ shall serve a one-year term (FA 2008- FA2009). Thereafter, members ‘a’ shall serve 3-year terms.

The committee member first elected to position ‘b’ shall serve a two-year term (FA2008- FA2010). Thereafter, members ‘b’ shall serve 3-year terms.

Members ‘c’ shall serve 3-year terms.

- b. The longest serving member of the executive committee shall serve as vice-chair.
- c. The ASM will also elect an alternate member of the executive committee, to serve should a regular member be unable complete the term.

Duties:

The ASM executive committee shall

- a. Offer assistance, advice, and consent to the ASM coordinator on preparation of the budget.
- b. Offer assistance, advice, and consent to the ASM coordinator on:
 1. Curriculum review and revision
 2. Waiver requests
 3. Assessment
- c. Represent ASM at Open Houses and other university-sponsored events
- d. Maintain ASM records, faculty evaluations, and other ASM archives
- e. Review faculty and program policies and procedures as necessary
- f. Serve as the ASM committee on committees and as a steering committee for program development.

Article V

Standing Committees

§ 1: Members of standing committees shall serve one-year, renewable terms.

§ 2: The ASM shall have the following standing committees:

The Asian Heritage Month Faculty Committee

Membership: ASM faculty and affiliated faculty.

Duties: Coordination of educational programs with the campus-wide Asian Heritage Month Organizing Committee.

The Awards Committee

Membership: ASM faculty and affiliated faculty.

Duties: Coordination and judging of essay and Outstanding Student Leadership awards.

The Publicity Committee

Membership: ASM faculty and affiliated faculty.

Duties:

- a. Publication and distribution of the ASM Newsletter and other publicity materials.
- b. Maintenance of the program's homepage and list-serve.

The Asian Film Series Faculty Committee

Membership: ASM faculty and affiliated faculty.

Duties: selection, advertisement, and hosting of Asia-related film and discussion sessions, in coordination with the Asian Cinema Organization and the Asian Heritage Month Committee.

The Asian Studies Colloquium Committee

Membership: ASM faculty and affiliated faculty.

Duties: Coordination of yearly brown-bag and other lectures and presentations.

§3: New standing committees may be formed when an ASM faculty member agrees to serve as chair and to coordinate the committee's responsibilities, and when a simple majority of ASM faculty and Affiliate faculty assent to the creation of said committee.

Article VI Meeting Schedule

Asian Studies Minor Program:

§ 1: The Asian Studies membership shall meet each Fall and Spring semester, or as needed.

§ 2: The members present at an announced meeting and pre-announced proxy votes shall constitute a quorum.

Asian Studies Executive Committee:

§ 3: The coordinator and executive committee shall meet monthly, or as necessary.

Article VII Amendments

§ 1: A petition of one-third the current membership may propose an amendment to the Constitution and Bylaws. The proposed amendment must then be included in the minutes two weeks prior to the meeting at which a vote on it will be taken.

§ 2: A simple majority of the current membership shall be necessary for adoption.

Approved by the ASM ad-hoc bylaw committee, March 28, 2008
Subsequent revisions after consultation with Dean, April 27, 2008
Revised, September 11, 2008
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