

**CENTER FOR EAST ASIAN STUDIES
UNIVERSITY OF MARYLAND, COLLEGE PARK
PLAN OF ORGANIZATION**

The Center for East Asian Studies (CEAS) at the University of Maryland, College Park is administratively located within the School of Languages, Literatures, and Cultures (SLLC) in the College of Arts and Humanities. The Center's purposes are to:

- (1) promote research in, and development of, East Asian Studies on campus;
- (2) help facilitate and coordinate campus activities related to East Asia as a whole, as well as those activities related to the individual countries of East Asia: China, Japan, Korea, and Vietnam;
- (3) administer the East Asian Certificate Program;
- (4) advise graduate and undergraduate students with interests in East Asia;
- (5) suggest and promote new courses and curriculum changes related to East Asian Studies to the departments and programs they affect; and
- (6) engage in outreach activities and fund raising.

Membership

The membership of the Center is drawn from all colleges and programs at the University of Maryland. Any member of the College Park faculty or staff with an interest in East Asia is eligible for membership.

A candidate for membership may be nominated by any member of the Center, who shall be responsible for describing to the membership the candidate's interests and qualifications. The nomination shall then be voted upon by the membership, and a simple majority of the ballots cast shall be sufficient to qualify a candidate for membership. The eligible candidate shall then be appointed to the Center by the CEAS Director.

Members who leave or retire from the University of Maryland shall be dropped from active membership. Members who have not attended Center meetings, or responded to CEAS mailings or inquiries, for two years shall be dropped from membership. Such action shall only be taken, however, if the member does not respond to a written or electronic inquiry.

Membership and mailing lists shall be updated at the beginning of each academic year.

Organization

The Center for East Asian Studies is administered by three officers: (1) a Director, (2) an Associate Director, and (3) the Coordinator of the Undergraduate Certificate Program in East Asian Studies. These three officers are drawn from, and elected by, the general membership. Any member of the Center can nominate a candidate for one of these three offices, and any member can second the nomination. The nominated candidates shall then be voted upon by the membership. The vote is sufficient to elect

the Associate Director. The Director and the Coordinator, however, must be appointed by the Director of the School of Languages, Literatures, and Cultures. Following a vote by the membership, a candidate garnering the most votes for one of these two offices shall then be recommended to the SLLC Director, and, with his or her approval, appointed to the office.

(1) Director. The Center Director represents the Center to the campus and beyond. Acting together with the other two officers, the Director plans and arranges activities sponsored by the Center. The Director is responsible for calling and presiding over meetings of the Center. The Director's term of office shall be two years, with the possibility of renewal for a second term, subject to a positive vote by the members of the Center and approval by the Director of SLLC.

(2) Associate Director. The Associate Director acts as recording secretary for Center meetings and is responsible for distributing the minutes of meetings to the members of the Center. The Associate Director also oversees the Center's finances and the budget; assists the Director in planning activities; and maintains and updates membership and mailing lists. The Associate Director's term of office shall be two years, with the possibility of renewal for a second term, subject to a positive Center vote. Normally, the election of the Associate Director will take place in years alternating with that of the Director to provide administrative continuity.

(3) Coordinator of the Certificate Program. The Certificate Coordinator is responsible for administering the Undergraduate Certificate Program in East Asian Studies. The Coordinator's primary duty is to coordinate recruitment of new students for the Certificate Program and to advise students enrolled in the program. The Coordinator's term of office shall be three years, with the possibility of renewal every three years, subject to a positive Center vote.

Committees

Committees may be established whenever needed. The Center will give each Ad Hoc Committee a specific charge regarding its latitude in making decisions and schedule for reporting to the Center. Each Committee will have a chair, who may be appointed by the CEAS Director or elected by CEAS members.

Meetings

The full Center shall hold a meeting at least once each semester. The Director or his or her designee shall preside over these meetings, and the Associate Director shall act as recording secretary. The Associate Director shall circulate minutes of the meetings to Center members, which may be done electronically.

Committees shall be free to call and hold meetings whenever deemed necessary.

Elections

Elections of members shall be held at general meetings of the Center according to procedures described in "Membership," above. Elections of officers shall be held at the

last general meeting of an academic year, and the terms of office will begin the following academic year. In an election of officers, a simple majority vote by the members of the Center casting ballots represents a positive Center decision. Votes are taken by ballot at the general meeting, but must also be solicited from non-attending members electronically or by mail. Non-attending members shall be allowed one week to respond with their votes. Following a positive Center vote, a candidate for Director shall be recommended to the SLLC Director for appointment to office. A positive Center vote is sufficient to elect in the case of the Associate Director or the Coordinator of the Certificate Program.

Reports

At the end of each academic year, the Chair shall file a report with the SLLC Director on the Center's activities and budget. Information compiled by the Certificate Coordinator on the Certificate Program shall be included in this annual report.

Amendments

Amendments to this Plan of Organization shall require approval by a simple majority vote of the Center members. The text of a proposed amendment shall be submitted electronically to the entire membership two weeks before the meeting. Following the vote, the amendment shall be submitted for approval to the deans of BSOS and ARHU.

Review of the Plan of Organization

The Plan of Organization shall be reviewed by the Director every fifth year and submitted to the Center for approval. A simple majority vote by Center members is sufficient to renew the Plan.