

CHINA CENTER ADVISORY COUNCIL BYLAWS

1.0 Purpose

The China Center is dedicated to facilitating University of Minnesota academic exchange, collaborative research, teaching and training activities with the People's Republic of China, Taiwan and Hong Kong.

1.1 The China Center Advisory Council (CCAC) is comprised of faculty, staff or students from the University and community members committed to strengthening Minnesota's exchange with China.

1.2 The role of the CCAC is:

- a. to advise the director of the China Center.
- b. to build bridges between the China Center and faculty and academic units within the University.
- c. to strengthen connections between the University and the community.

2.0 Membership

The CCAC shall include members from both the University and the non-University community, provided that a majority of CCAC members are from the University. Membership of the CCAC shall be a minimum of 12 and a maximum of 30 voting members.

2.1 The membership of the CCAC shall include:

- a. University faculty, staff or students.
- b. Community members committed to strengthening Minnesota – China relationships or who have a general interest in Chinese culture and affairs.
- c. Committed to the mission and activities of the China Center.
- d. Willing to commit the time required for regular meetings and activities.

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2.2 Terms

The terms of one-third of the CCAC membership will expire each year. At the time of the initial election terms will be staggered appropriately.

2.3 Membership Nominations

The president of the current CCAC will appoint the initial slate of members upon the adoption of the Bylaws. Subsequent members shall be elected by the CCAC membership following their nomination by the Executive Committee.

2.4 Removal from the CCAC

Unexcused absences at three consecutive regular meetings shall result in removal from the CCAC.

2.5 Officers

Officers of the CCAC shall be elected periodically by the membership at the last meeting of the academic year. The officers will include a president and president-elect. If the president is unable to finish his/her term, the president-elect will do so. The president-elect will assume the role of president when the current president concludes his/her term.

2.6 Term of Office

All officers of the CCAC will serve for two years. They may be nominated for additional terms at the discretion of the Executive Committee or the China Center director.

3.0 **Extraordinary Members**

3.1 Visiting Members. At the discretion of the CCAC or the director, visitors from Chinese institutions may be named Visiting CCAC Members, without voting privileges. The term for the Visiting CCAC Member shall not exceed one year.

3.2 Honorary Members. At the discretion of the CCAC or the director, distinguished scholars, academic leaders and states persons may be named Honorary CCAC Members, without voting privileges.

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4.0 Committees

In consultation with the Executive Committee, the director may establish committees and subcommittees, as appropriate, and the chair of each committee shall prepare a report for the regular meetings. Standing committees shall include:

4.1 Executive Committee

The Executive Committee shall consist of six members including the director (ex officio), the president and the president-elect of the CCAC, chair of the Travel Grants Committee, and two additional CCAC members selected by the Director, in consultation with the designated members of the Executive Committee. The Executive Committee will set the agenda for regular CCAC meetings and act on behalf of the CCAC between regular meetings.

4.2 Travel Grants Committee

The Travel Grants Committee will be comprised of three CCAC members, selected by the director, in consultation with the Executive Committee. They will evaluate Travel Grant applications three times per year.

5.0 Responsibilities of the CCAC

1.2 The CCAC will convene two regular meetings per year and special meetings at the discretion of the director or the Executive Committee.

1.3 Minutes will be taken and maintained by the office of the director. As a regular order of business at CCAC meetings, minutes will be approved by majority vote.

1.4 A quorum of the CCAC shall consist of a simple majority of the voting members.

5.4 In the event of a search for a new director of the China Center, the CCAC shall advise the executive director of the Office of International Programs.

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6.0 Amendments

The bylaws may be amended by a two-thirds vote of present and voting members at a regular meeting of the CCAC.

7.0 Ratification

These CCAC Bylaws were first approved by the CCAC at the February 13, 2002, regular meeting. The discussions and parliamentary deliberations taken up at CCAC meetings will be made pursuant to Robert's Rules of Order.