

**COMMITTEE ON EAST ASIAN STUDIES
UNIVERSITY OF MARYLAND, COLLEGE PARK
PLAN OF ORGANIZATION**

The Committee on East Asian Studies is an inter-college, interdisciplinary advisory committee operating under the auspices of both the College of Behavioral and Social Sciences and the College of Arts and Humanities. The Committee'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, and Korea;
- (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 Committee is drawn not only from the sponsoring colleges (BSOS and ARHU), but 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 Committee, 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 recommended to the Dean of Arts and Humanities and the Dean of Behavioral and Social Sciences and, with their approval, appointed to the Committee by one of the two Deans.

Members who leave or retire from the University of Maryland shall be dropped from active membership. Members who have not attended Committee 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 Committee on East Asian Studies is administered by three officers: (1) a Chair, (2) a Secretary-Treasurer, and (3) the Director 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 Committee can nominate a candidate for one of these three offices, and nominated candidates shall then be voted upon by the membership. The vote is sufficient to elect the Secretary-Treasurer. The Chair and the Director, however, must be appointed by the Deans, and following a vote by the membership, a candidate garnering the most votes for one of these offices shall then be recommended to the Deans and, with their approval, appointed to the office.

(1) Chair. The Committee's chairperson represents the Committee to the campus and beyond, and acts as a liaison between the Committee and the Deans of the two colleges. Acting together with other officers, the Chair plans and arranges activities sponsored by the Committee. The Chair or his or her designee is responsible for calling and presiding over meetings of the Committee. The Chair's term of office shall be two years, with the possibility of renewal for a second term, subject to a positive Committee vote and approval by the Deans.

(2) Secretary/Treasurer. The Secretary/Treasurer acts as recording secretary for Committee meetings and is responsible for distributing the minutes of meetings to the members of the Committee. He or she also oversees the Committee's finances and the budget; assists the Chair in planning activities; and maintains and updates membership and mailing lists. The Secretary/Treasurer's term of office shall be two years, with the possibility of renewal for a second term, subject to a positive Committee vote. Normally, the elections of Secretary/Treasurers will take place in years alternating with those of Chairs to provide administrative continuity.

(3) Director of the Certificate Program. The Certificate Director is responsible for administering the Undergraduate Certificate Program in East Asian Studies. The Certificate Director's primary duty is to recruit students for the Certificate Program and to advise students enrolled in the program. The Certificate Director's term of office shall be three years, with the possibility of renewal every three years, subject to a positive Committee vote and approval by the Deans.

Subcommittees

Subcommittees may be established whenever needed. The Committee will give each subcommittee a specific charge regarding its latitude in making decisions and schedule for reporting to the parent committee. Each subcommittee will have a chair, who may be appointed by the CEAS Chair or elected by the members of the Subcommittee.

Meetings

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

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

Elections

Elections of members shall be held at general meetings of the Committee 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 Committee casting ballots represents a positive Committee 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 Committee vote, a candidate for Chair or Certificate Director shall be recommended to the Deans for appointment to office. A positive Committee vote is sufficient to elect in the case of the Secretary/Treasurer.

Reports

At the end of each academic year, the Chair shall file a report with the Deans on the Committee’s activities and budget. Information compiled by the Certificate Director 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 Committee 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 Chair every fifth year and submitted to the Committee for approval. A simple majority vote by Committee members is sufficient to renew the Plan.

[Adopted February 2005]