



CHINA CENTER ADVISORY COUNCIL BYLAWS

1.0 Purpose and Structure

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

- 1.1 The role of the China Center Advisory Council (CCAC) is:
 - a. to advise the Executive Director of the China Center and China Center initiatives.
 - b. to strengthen connections between the China Center and faculty and academic units.
 - c. to strengthen connections between the University and the community.
- 1.2 The CCAC consists of a Chair, a Vice Chair and the members of three advisory committees. Each advisory committee will select a lead member. The advisory committees are:
 - a. The CCAC Campus Advisory Committee
 - b. The CCAC Community Advisory Committee
 - c. The CCAC Leadership Advisory Committee
- 1.3 The Chair presides over the CCAC and coordinates its work and that of the advisory committees. At each CCAC meeting, the Chair shall preside. In the absence of the Chair, the Vice Chair shall preside the meeting.
- 1.4 Members of each of these committees may be asked by the CCAC Chair or the Executive Director of the China Center to participate in the work of one or more of the other advisory committees.
- 1.5 The CCAC, and its constituent committees, may work with the Confucius Institute at the University of Minnesota Advisory Committee to further common interests as appropriate and necessary.

2.0 **Membership**

- 2.1 CCAC shall consist of up to 30 but not fewer than 18 members.
- 2.2 The Associate Vice President and Dean of Global Programs and Strategy Alliance, in consultation with the Executive Director of the China Center, shall appoint the Chair of CCAC, and the initial slate of advisory members of the three advisory committees.
- 2.3 The Chair serves for a two-year term. CCAC members will serve for three years. The terms of approximately one-third of the CCAC members will expire each year but such members whose terms are expiring shall be eligible for re-election for up to six consecutive terms.
- 2.4 The lead member of each advisory committee shall be selected by of each advisory committee for a term of two years.
- 2.5 At each CCAC regular meeting, CCAC shall elect members to replace those whose terms will expire at the end of the fiscal year. A slate of candidates will be submitted to all CCAC members by a nominating committee, or another committee or CCAC members performing similar functions, for consideration and vote. New CCAC members shall be elected by a majority of CCAC members present at such a meeting, provided there is a quorum present. CCAC members so elected shall serve a three-year term beginning on the first day of the next fiscal year.
- 2.6 Vacancies in the membership of CCAC created by death, resignation, removal or any other reason may be filled by affirmative vote of a majority of CCAC members present at such a meeting, provided there is a quorum present.
- 2.7 A CCAC member who fails to attend two CCAC meetings without due cause and/or notice to the CCAC shall receive a notice of such from the Chair, Vice Chair or the Executive Committee. If after receiving such notice the member still fails to attend the CCAC meeting, such member shall be automatically removed from the CCAC and/or its advisory committee.

3.0 **Extraordinary Members**

- 3.1 Visiting Members. At the discretion of the CCAC or the Executive 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 Executive Director, distinguished scholars, academic leaders and states persons may be named Honorary CCAC Members, without voting privileges.

4.0 **Committees**

4.1 **Executive Committee**

The CCAC Executive Committee shall consist of the Chair and the Vice Chair of the CCAC, and the lead members of the three advisory committees. The Executive Director of the China Center is an *ex officio* non-voting member. The Executive Committee will coordinate the work of the advisory committees, consult with the Associate Vice President and Dean of Global Programs and Strategy Alliance regarding the appointment of Chair and Vice Chair successors, set the agenda for regular CCAC meetings, and act on behalf of the CCAC between regular meetings.

4.2 **Advisory Committees**

4.2.1 The CCAC Campus Advisory Committee consists of up to 10 faculty, staff and students of the University. The Chair of CCAC and the Executive Director of the China Center are *ex officio* non-voting members. The committee advises the China Center on issues relating to the China Center and the programs of the University relating to China. It seeks to advance the activities and the objectives of the China Center within the University. Specific duties and responsibilities of the Campus Advisory Committee will be clearly defined in a separate “Charging Document” that is reviewed by the CCAC periodically.

4.2.2 The CCAC Community Advisory Committee consists of up to 10 members of the Minnesota community. The Chair of CCAC and the Executive Director of the China Center are *ex officio* non-voting members. The committee advises the China Center on issues relating to the role of the China Center in the local Minnesota community. It seeks to advance the activities and the objectives of the China Center in the local Minnesota community. Specific duties and responsibilities of

the Community Advisory Committee will be clearly defined in a separate “Charging Document” that is reviewed by the CCAC periodically.

4.2.3 The CCAC Leadership Advisory Committee consists of up to 10 members in leadership roles in education, business and/or government who are interested in furthering the efforts of the China Center. The Chair of CCAC and the Executive Director of the China Center are *ex officio* non-voting members. The Committee advises the China Center on issues relating to the role of the China Center in the broader community. It seeks to advance the activities and the objectives of the China Center. Specific duties and responsibilities of the Leadership Advisory Committee will be clearly defined in a separate “Charging Document” that is reviewed by the CCAC periodically.

4.3 **Special committees**

The CCAC Executive Committee, in consultation with the Executive Director of China Center, may appoint one or more special and/or ad hoc committees consisting of two or more CCAC members to deal with special matters as needed.

5.0 **Responsibilities of the CCAC**

5.1 The entire CCAC will meet at least once each year. Special meetings may be called at the discretion of the Executive Director or the Executive Committee. At least five (5) CCAC members may also call a special meeting. Each advisory committee will meet at least twice a year. Such meetings may be held either in person or by teleconference. Meeting notices shall be in writing (including electronic format) and be sent to CCAC or advisory committee members at least two weeks in advance.

5.2 Attendance by a person at a meeting shall constitute a waiver of notice of such meeting except when the person attends a meeting for the express purpose of objecting at the beginning of the meeting to the transaction of any business because the meeting is not lawfully called or convened.

5.3 An action required or permitted to be taken at a CCAC meeting or an advisory committee meeting may be taken without a meeting by written action signed, or consented to by authenticated electronic communication, by the number of CCAC members or the advisory committee members that would be required to take the same action at a CCAC or advisory

committee meeting at which all CCAC or advisory committee members were present. Any such written action shall be filed with the minutes of the CCAC.

- 5.4 Minutes of CCAC meetings, and of the advisory committee meetings, will be taken and maintained by the office of the Executive Director. Minutes will be approved pursuant to Section 5.5 below.
- 5.5 At CCAC and/or advisory committee meeting, the presence of at least a majority of the voting members of CCAC and/or advisory committee shall be necessary and sufficient to constitute a quorum for the transaction of business.
- 5.6 CCAC and/or any advisory committee shall take actions by a majority of its voting members present at such meeting, provided there is a quorum present.
- 5.7 In the event of a search for a new Executive Director of the China Center, the CCAC shall advise the Associate Vice President and Dean of Global Programs and Strategy Alliance.

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 and were amended on May 24, 2012 and January 31, 2014. The discussions and parliamentary deliberations taken up at CCAC meetings will be made pursuant to Robert's Rules of Order.