

**Canadian Studies Center
Michigan State University**

Bylaws

I. FUNCTION AND OBJECTIVES OF THE CANADIAN STUDIES CENTER

1.1 Objectives

The primary objectives of the Canadian Studies Center are to:

- a. Promote the study of Canada within international, national and local context in North America while providing educational opportunities about the United States for those residing in Canada.
- b. Identify and provide a wide range of perspectives on problems, opportunities and issues affecting U.S.-Canada relations.
- c. Increase awareness among the U.S. citizenry and Canadians about the reciprocal impact between the two nations and on each others' daily lives.
- d. Create networks of people who cultivate an understanding between nations, nurture solutions to shared problems, and develop cross-border research interests and partnerships among scholarly faculty and students while seeking related funding from multiple sources.

These goals are congruent with MSU's land grant commitment to teaching, research and outreach.

II. COMPOSITION AND DEFINITIONS

2.1 Composition of the Center

The CSC is composed of (a) Core Faculty, (b) Associate Members, and (c) Students.

2.1.1 Core Faculty

2.1.1.1 Qualifications

Core faculty shall consist of MSU affiliates who are engaged in teaching, research, or service on issues of importance to Canada or U.S. and Canada relations. This list is presented for review every three years (beginning in 2012) for those who have continued interest in serving as Core Faculty and for nomination of faculty members.

2.1.1.2 Selection for Membership

Faculty may be admitted to membership of the core faculty of the CSC (a) upon his/her request or nomination by another core faculty member, or by (b) submission of a personal statement of interest and commitment, and (c) by approval of the majority of an Advisory Council.

2.1.1.3 Rights and Responsibilities

Core faculty shall have input on revision to the bylaws, and admission of Core Faculty. They will have potential access to financial support for Canada-related research and travel according to the policies of the Center. In turn, Core Faculty will support the activities of the Canadian Studies Center by assisting in development and implementation of teaching and recruitment activities among faculty, students, alumni and university administrators.

Center participation is expected in return for access to the Center's resources. (Resources vary but may include student assistance and administrative support for work related to Canadian

Studies.) Participation may be expected in the following areas: teaching courses which may be required for a specialization in Canadian Studies, reviewing grant proposals, providing feedback on publications or Center initiatives, mentoring students, conducting research, engaging in outreach, and serving on committees that contribute to the primary objectives of the CSC. It may also include contribution to the Center's presentations and annual reports, and sharing information related to activities funded through or supported by the CSC.

The core faculty may be expected to periodically meet and consult with the Director and/or the Advisory Council.

2.1.2 Associate Members

2.1.2.1 Qualifications

Associate members shall consist of faculty, emeritus faculty, administrative staff, visiting fellows and scholars, and community stakeholders who, while having a demonstrated interest in Canadian studies and activities of the Canadian Studies Center, contribute to the success of the Center's core mission.

2.1.2.2 Selection

Persons qualified under 2.1.2.1 may become associate members upon their request, nomination by a core faculty member or the CSC Director, and by approval of the Advisory Council.

2.1.2.3 Rights and Responsibilities

The associate members shall receive pertinent Center mailings and notifications and shall be invited to all Center functions. They may be called upon as an advisor to the Center, but shall not have voting privileges.

2.1.3. Students

2.1.2.1 Student Constituency

The student constituency of the CSC shall be any student enrolled at Michigan State University who is (a) has demonstrated studious or research interest in topics relative to Canada, (c) or is a registered member of one of the existing Canadian studies-related student associations on campus, i.e. Osteopathic Medicine, French Club, Law Society, Indigenous law Club, etc. Students shall be able to participate in all Center-sponsored activities, including seminars, meetings, and be eligible to serve on standing and/or ad hoc committees.

2.1.3.2 Student Representatives

One undergraduate and one graduate student selected annually by the Director from a pool of self-nominated or candidates nominated by core faculty shall serve as representatives of the student body. They shall have voting privileges as members of the Advisory Council except when personnel matters and student appointments and financial awards are discussed. Absence during meetings at which votes are taken will be interpreted as abstention.

III. ORGANIZATION AND ACADEMIC GOVERNANCY

3.0 Organization of the Center

The Canadian Studies Center is organized for academic governance through the following officers and bodies: the Director of the CSC; Assistant and Associate Directors of the CSC; the Advisory Council of CSC; Student Representatives and Core Faculty of CSC.

Qualifications of the Director

The Director of the Center is committed to the objectives and guiding principles of the CSC as set forth in 1.1 above. The Director shall have a record of research, teaching and/or outreach related to Canada and hold at least a Masters Degree. Furthermore, the Director must have demonstrated administrative abilities, and exhibit understanding and appreciation of the diversity and scope of Canada-related research, teaching and outreach undertaken at MSU.

3.1.2 Duties of the Director

3.1.2.1 The Director shall be the administrative head of the Center in accordance with current University bylaws.

3.1.2.2 The Director shall be responsible for the program and long range planning for the instructional, research, and service goals of the Center.

3.1.2.3 The Director shall represent the Center, or designate a representative, at national, regional, and international conferences that are concerned with Canadian Studies.

3.1.3 Review and Selection of the Director

3.1.3.1 The Director shall be subject to regular review at intervals not to exceed five years. When a review is undertaken, the voting membership shall consult with the Dean of International Studies and Programs or the Dean's appointee for establishing procedures and providing advisory input for the review. The Dean of International Studies and Programs shall finalize the review and hold ultimate responsibility for appointing, continuing or terminating the Director of CSC.

3.1.3.2 There is no limit, other than the limit imposed by University rules on retirement from administrative positions, on the number of times an individual may be continued in the position of Director. However, at any time during the term of office, the Director may be terminated either by resignation or by action of the Dean of International Studies and Programs. Request for action may be initiated by a majority of the membership on Advisory Council or within Core Faculty. In all cases, all of the above levels must be consulted on such a termination regardless of who initiates the action.

3.1.3.3 When a new Director is chosen, a Search and Selection Committee of five Core Faculty members, the Dean's representative, one CSC undergraduate student and one CSC graduate student as defined under 2.1.3.1 shall be constituted by the Center's voting membership. The Search and Selection Committee shall submit names and credentials of candidates to the Center membership and the Dean for consideration.

3.2 Assistant/Associate Directors

3.2.1 Selection of Assistant/Associate Director(s)

Assistant and/or Associate Director(s) may be appointed by the Center Director in consultation with the Advisory Council. Ultimate responsibility for such appointments is that of the Center Director with the Dean's confirmation.

3.2.2 Duties of the Assistant/Associate Director(s)

The Assistant/Associate Director(s) may serve *ex officio* on Center committees. The other responsibilities and duties of the Assistant/ Associate Directors shall be determined by agreement between the Director and each Assistant/Associate Director.

3.3 The Advisory Council

The Advisory Council is the major channel for advising the Director on all matters of CSC policy, program, budget and personnel; and on any matter on which the Director seeks advice.

3.3.1 Composition of the Advisory Council

3.3.1.1 The Advisory Council of CSC shall consist of up to twelve members and will represent faculty, both graduate and undergraduate students, alumni, and public policy interest.

3.3.1.2 In the Spring Semester of an election year, five faculty members will be elected from differing colleges with no more than two from any one college. Members must reflect the diversity and scope of Canada-related research, teaching and outreach undertaken at MSU. Representation is recommended to include but is not limited to Communication Arts and Sciences, Social Sciences, Engineering, Law, Arts and Humanities, Environmental Sciences, Human Medicine, Agriculture and Natural Resources, as well as Natural Sciences.

3.3.2 Selection and Tenure of the Advisory Council

3.3.2.1 The Director shall appoint an *ad hoc* nominating committee to present a slate of nominees for selection.

3.3.2.2 The term of office of members of the Advisory Council shall be two years from the date of appointment which shall begin with the Fall term and no more than three consecutive terms.

3.3.2.3 In the case of a vacancy among the members of the Advisory Council, the Director shall fill the vacancy with input from current members.

3.3.2.4 The Advisory Council shall have the power to ask elected members who do not attend meetings to resign.

3.3.3 Duties of the Advisory Council

3.3.3.1 A chairperson of the Advisory Council shall be selected by council members.

3.3.3.2 The Advisory Council shall meet at the call of the chairperson, the Center Director, or majority of the Advisory Council.

3.3.3.3 The Advisory Council shall advise the Director on any matters on which the Director seeks advice or on areas the majority of members view as priority.

3.3.3.4 Minutes of the Advisory Council meetings shall be distributed to Center membership and a copy kept on file in the CSC office.

3.3.3.5 Members of the Advisory Council will vote on the CSC bylaws, and admission of core faculty, appointment of Associate members and other issues called to vote by the Director

3.4 Core Faculty Membership Meetings

3.4.1 Meetings of the core faculty shall be called and chaired by the Center Director as necessary but at least annually.

3.4.2 The student constituency shall be represented by two student members, preferably those of the Advisory Council, but substitute representatives may be selected from a Canadian Studies Student Association should class schedules conflict with the meeting time.

3.4.3 Any core faculty member or CSC student representative may schedule a matter for the agenda of the membership meeting.

3.5 General Procedures

3.5.1 A quorum shall consist of one fifth (20%) of the core faculty members of the Center. A quorum of the Advisory Council shall be a majority of the members.

- 3.5.2 Motions are considered passed by a majority of the CSC voting members who are present, or who respond to mail ballots. Members may request an absentee ballot or proxy vote if unable to attend a meeting. Absentee ballots may be in the form of a paper ballot, fax or e-mail, and must be received in the Center office by a date set by the Director and found reasonable by the Advisory Council.
- 3.5.3 For all other business, Robert's Rules of Order shall be followed.

IV. COMMITTEES AND PROCEDURES

4.1 Committees

The Director, in consultation with the Advisory Council, may appoint standing and ad hoc committees which are necessary for the expeditious furthering of the goals of the Center.

- 4.1.1 The Director is authorized to appoint to committee any person who is necessary to achieve the purpose of the committee.
- 4.1.2 Where possible, committees shall make decisions by consensus. Where this proves unsatisfactory, decisions shall be made by majority vote of committee members in attendance.

V. INTERPRETATION AND AMENDMENT

5.1 Interpretation

The Director, with the Advisory Council, shall be the final authority with regard to the interpretation of these bylaws.

5.2 Amendments

- 5.2.1 Amendments to these bylaws may be proposed in writing by the Director, the Dean, the voting members of the Center, and by the Advisory Council.
- 5.2.2 Amendments to these bylaws shall be by two-thirds majority vote of the CSC voting members present.

EFFECTIVE DATE as voted:

September 21, 2010