1. Purpose
1.1 The mandate of the David See-Chai Lam Centre for International Communication is to promote research and organize related activities with a focus on the interface between Canada and the Asia-Pacific region. These activities are intended to extend across a broad spectrum of social, cultural and economic issues from both contemporary and historical perspectives. The Centre supports and facilitates research collaboration, networking and building the community of Asia-related scholars across campus and internationally. The Centre furthers the engagement of students in educating and researching the Asia-Pacific region. Lastly the Centre mobilizes and transfers knowledge from the academic research community to Canadian public and society.

1.2 The Centre is affiliated with Simon Fraser University and conducts its activities in such a way as to serve as a resource and hub for SFU’s growing engagement with Asia and its internationalization efforts, and to enhance the reputation of the research and academic programs of the University.

1.3 The Centre: (1) supports and facilitates collaborative research and networking among SFU Asia-related faculty members through developing major research project (seed funding), hosting research workshops/symposia, organizing Asia-focused lecture/seminar series and supporting major research publications (book launches and publication subsidies); 2) develops and deepens the connection between SFU and academic institutions in the Asia-Pacific Region through strategic partnerships by co-hosting international conferences/workshops, co-developing collaborative research projects as well as accommodating visiting scholars, doctoral and postdoctoral students; 3) engages and involves SFU students interested in the Asia-Pacific region by sponsoring student conferences, offering graduate research fellowships and encouraging international experience through student exchanges and co-operative programs; 4) advances the dissemination of knowledge and research about the Asia-Pacific region to the public and local communities through public education programs and community events.

2. Governance
2.1 The Centre is constituted as a research Centre at Simon Fraser University under the terms of SFU Policy R 40.01, comes under the direct authority of the Dean, Faculty of Arts and Social Sciences, and conducts its affairs in accordance with all other University policies.

2.2 An annual report on the Centre’s activities and financial status from April 1 to March 31, including the current membership of the Centre and Steering Committee and/or Advisory Board, will be submitted to the Dean, Faculty of Arts and Social Sciences, by the Director before June 30th of each year and to the Vice-President Research by August 31st of each year.
2.3 The Centre is headed by a Director and governed by a Steering Committee. The Centre also has members that participate in the activities of the Centre. The Centre also has an Advisory Board.

2.4 The Director of the Centre shall be a tenured SFU faculty member appointed by the Dean, Faculty of Arts and Social Sciences under advisement from the Centre’s Steering Committee upon nomination by the Steering Committee. The Director serves a renewable three-year term.

2.5 The Director’s tasks include the following responsibilities, which he or she may delegate but not abrogate.

- Chairing the Steering Committee;
- Overseeing the Centre’s finances;
- Developing the Centre’s policies in consultation with the Steering Committee;
- Recruiting members;
- Promoting and publicizing the Centre’s activities;
- Hiring Centre personnel, including support staff and research assistants;
- Preparing the annual report to the Dean, Faculty of Arts and Social Sciences and Vice-President, Research, and for review by the Steering Committee.

2.6 The Steering Committee consists of at least 6 and no more than 10 faculty members including the Director, who will serve as Chair. The holder of the Ming and Stella Wong Chair of International Business (Faculty of Business Administration) will be a member of the Steering Committee by virtue of appointment to this Chair. In addition, the Director of the Asia-Canada Program in the Faculty of Arts and Social Sciences will be a member of the Steering Committee ex officio.

2.6.1 All members of the Steering Committee must hold full-time tenured or tenure-track positions within SFU. Members of the Committee serve for a two-year term, usually renewable once, except for the Ming and Stella Wong Chair of International Business and the Director of the Asia-Canada Program. The Ming and Stella Wong Chair of International Business and the Director of the Asia-Canada Program each serve on the Steering Committee for the duration of their terms in those positions.

2.6.2 The composition of the Committee will represent as much as possible the range of disciplinary perspectives of the faculty members affiliated with the Centre.

2.6.3 The task of the Steering Committee is to determine the overall direction of the Centre and to oversee the management of its operations. While it normally operates by consensus, when necessary it can make decisions by majority vote, including the appointment of new members of the Steering Committee.

2.7 Membership in the Centre is by application to the Director and the Steering Committee, who may also recruit members to apply. There are three categories of membership.
• Faculty members: SFU continuing faculty actively teaching and conducting research related to the stated purpose of the Centre
• Associate members: Contract and Adjunct faculty at SFU and faculty from other Canadian and international post-secondary institutions teaching and conducting research related to the stated purpose of the Centre
• Doctoral and postdoctoral members: PhD and early career scholars conducting research at SFU related to the stated purpose of the Centre

2.8 The Advisory Board of the Centre consists of leading members of the business, professional and cultural communities with interest in the Centre’s purpose. Membership in the Board will be at the invitation of the Steering Committee subject to the approval of the Dean, Faculty of Arts and Social Sciences. The Chair of the Advisory Board will be elected annually by and from the Advisory Board members. While the Advisory Board will have no decision-making authority regarding the activities of the Centre, it will serve to facilitate connections between the larger community and the Centre.

3. Funding
3.1 Funding for the activities of the Centre has been provided by a generous donation from the Honourable David See-Chai Lam, former Governor General of British Columbia. The activities of the Centre are supported by the income generated from this endowment. The Paul Tai Yip Ng Memorial Endowment supports an annual graduate student award.

3.2 Additional and ongoing funding will be secured from sources external to the university.

4. Revision of this Constitution
Proposals to amend this Constitution shall normally be initiated by a committee of at least 3 persons appointed by the Director of the Centre, in consultation with the Dean of the Faculty of Arts and Social Sciences. However, an amendment proposal may also be initiated by a Member of the Steering Committee, provided it receives a majority of the votes of the Steering Committee. The proposed amendments shall be checked for conformity with other articles of this Constitution, by a committee appointed by the Director, in consultation with the Dean of the Faculty of Arts and Social Sciences, but including at least one of the proposers. Amendments shall be adopted if they garner the favorable votes of at least 60% of the members of the steering committee that return their ballot within two weeks of the notification of vote.
Addendum:
Policies regarding disbursement of funds

1. **Petty Cash**
   The SFU policy regarding petty cash is AD3.01 here:
   http://www.sfu.ca/policies/gazette/administrative/ad3-01.html
   Note that receipts for all petty cash expenditures must be kept, and for seven years.
   Note that items reimbursable from petty cash must be under $50.
   It is preferable that expenses for meals and other entertainment expenses be reimbursed through the travel expense claim form.
   The limit for the petty cash float for the David Lam Centre will be $1000 per year.

2. **Travel Expense Claims**
   The SFU policy regarding travel expense claim reimbursement is AD 3.02 here:
   http://www.sfu.ca/policies/gazette/administrative/ad3-02.html (Further policy clarification is forthcoming.)
   Note that expenses must be approved by someone higher on the organizational chart.
   Note that hosting expenses are limited to a maximum of $65 per person per event, including tax and tip. Hosting is restricted to visitors external to SFU only.
   Meetings with only SFU employees and/or personnel or Steering Committees members are normally to be held on campus during working hours. For scheduling and other business reasons see AD3.02. Procedure 11.

3. **Additional Checks and Balances.**
   No later than April 1 of each year, the Director of the David Lam Centre, in consultation with the Steering Committee, prepares an annual budget detailing the projects to be carried out in the coming year funded by the Centre's endowments. The budget is then reviewed for approval by the Dean of the Faculty of Arts and Social Sciences.
   The Director of the David Lam Centre has the discretionary authority to approve the funding of projects up to an amount of $2000. Projects which require funding over $2000 must be approved by the Steering Committee.
   The Director of the David Lam Centre cannot authorize the funding of his or her own projects, in any amount, without the approval of the Steering Committee and notification of the Office of the Dean of the Faculty of Arts and Social Sciences.
   Insofar as the Director of the David Lam Centre is supervising a staff member, he or she needs to be familiar with the CUPE Collective Agreement.

4. **Process for Seeking Financial Support from the David Lam Centre**
   Members of the Centre may apply for financial support for projects that serve the stated purpose of the David Lam Centre. Policies and procedures for funding projects will be determined by the Steering Committee upon ratification of the Constitution.