

## CHARTER

### AMENDMENT I

#### ADMINISTRATIVE SUPPORT ALLIANCE OF THE UNIVERSITY OF NEW MEXICO

##### Article I. Name & Purpose

###### Section 2: Purpose

- a) This organizations has been established as a network of administrative support professionals at the University of New Mexico (UNM) committed to the advancement of the institution's mission and values through:
  - i. **Service** to university leadership
  - ii. **Promotion of best practices** among peers; and
  - iii. Fostering a **community** of collaboration between university offices and units.

##### Article II. Chapters & Membership

###### Section 4: Affiliate Chapters

- a) Affiliate Chapters shall be established on need or interest and a chapter request submitted to the ASA-UNM Steering Committee.
- b) Affiliate Chapter Requests- All requests shall contain the following:
  - a. Statement of Interest and Purpose
  - b. Member Roster
  - c. Bylaws
- c) Review of Affiliate Chapter Requests – All Affiliate Chapter requests must be ratified by a two-thirds (2/3) vote of the membership of the ASA-UNM Steering Committee.
- d) Duties of Affiliate Chapters – Affiliate Chapters are expected to meet the following requirements to be considered in good standing with ASA-UNM:
  - a. Hold regular meetings for Affiliate Chapter members
  - b. Attend ASA-UNM Full Council meetings
  - c. Maintain a current set of bylaws

##### Article III. Meetings

###### Section 1: ASA-UNM Full Council Meeting

- a) Once per year, a gathering of all members shall be convened for an ASA-UNM Full Council meeting called by the ASA-UNM Steering Committee.
- b) Members of ASA-UNM Steering Committee shall facilitate or designate a facilitator fo the ASA-UNM Full Council meeting.
- c) The date, time, and location of the ASA-UNM Full Council meeting shall be communicated to all members at least two (2) months in advance of the meeting.

## Section 2: ASA-UNM Special Meetings

- a) ASA-UNM special meetings may be called by the ASA-UNM Steering Committee. Also, any Campus Chapter or Committee may request, in writing, a special meeting, with stated purpose of meeting, through the ASA-UNM Steering Committee.
- b) In all cases, the agenda for all special meetings shall be limited to the stated purpose, which must be communicated in advance to all members scheduled to attend the designated meeting.

## Article IV. Committees

### Section 1: ASA-UNM Steering Committee

- a) The Steering Committee is charged with:
  - a. Overseeing the establishment and disbandment of new Affiliate Chapters and Standing Committees
  - b. Facilitating ASA-UNM Full Council meetings
  - c. Maintaining the operating and historical documents of ASA-UNM
  - d. Communicating with Campus Chapters and Committees
- b) The ASA-UNM Steering Committee shall be composed of two (2) members from ASA-Main, two (2) members from ASA-HSC, and additional, optional member(s)-at-large from each ASA Affiliate Chapter, as applicable. The ASA-UNM Steering Committee shall not exceed six members unless additional membership is voted by the ASA-UNM Full Council by two-thirds (2/3) majority vote.
- c) Each ASA-UNM Steering Committee member shall serve for a term of two years beginning January 1 of each calendar year. Terms of service shall be staggered between ASA-UNM Steering Committee members. One member from ASA-Main and one member from ASA\_HSC shall be voted into service for the current calendar year and upcoming calendar year beginning January 1 of each calendar year.
- d) The ASA-UNM Steering Committee shall meet on a quarterly basis. Additional meetings may be called as required by the membership of the ASA-UNM Steering Committee.

### Section 2: ASA-UNM Standing Committee

- a) To meet the needs of the ASA-UNM, standing committees may be established through two-thirds (2/3) majority vote of the ASA-UNM Full Council.
- b) Standing Committees are reviewed annually by the ASA-UNM Steering Committee. Proposals for standing committees to be established or disbanded must be presented to the ASA-UNM Full Council for two-thirds (2/3) majority vote.
- c) Standing Committees include the Marketing and Web Support Committee, the Community Service Committee, and the Professional Development Committee.
- d) The Marketing and Web Support Committee is charged with:
  - i. Establishing and maintaining marketing efforts for the ASA-UNM
  - ii. Communicating upcoming events, seminars, community service initiatives, meetings or other ASA-UNM events to the ASA-UNM members and prospective members.
  - iii. Maintaining the ASA-UNM SharePoint site and ASA-UNM website

- iv. Collaborating with other ASA-UNM committees to market upcoming events and initiatives
- e) The Community Service Committee is charged with:
  - i. Developing service opportunities for the enhancement of the University, the ASA-UNM, and the surrounding community
  - ii. Managing logistics of all community service events
  - iii. Collaborating with the Marketing and Web Support Committee for communications on all ASA-UNM community service events and programs
- f) The Professional Development Committee is charged with:
  - i. Developing professional development opportunities for ASA-UNM members, to include seminars, trainings, and/or conferences
  - ii. Collaborating with UNM departments and constituencies for content and logistics of ASA-UNM professional development events
  - iii. Collaborating with the Marketing and Web Support Committee for communications on all ASA-UNM professional development events
  - iv. Maintain records and information regarding ASA-UNM professional development events.

### Section 3: Ad-Hoc Committees

- a) As required by the ASA-UNM Full Council, committees may be formed on an ad-hoc basis to address a singular issue or concern.
- b) Ad-Hoc committees shall be convened with a charge from the ASA-UNM Full Council for a specific period of time to be reviewed annually.
- c) Ad-Hoc committees may include the Outreach and New Membership Committee, Conference Planning Committees, and so on.
- d) Ad-Hoc committee requirements shall be established in writing upon establishment.
- e) Upon termination of an Ad-Hoc Committee, all records shall be turned over to the ASA-Steering Committee to be archived until the re-establishment of the committee.

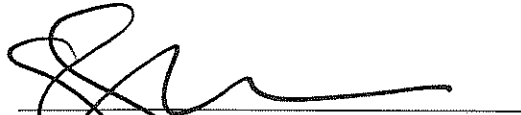
## Article VII. Advisors


### Section 1: Advisors to ASA-Main and ASA-HSC

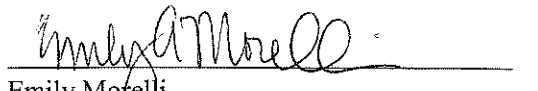
- a) Each campus shall have a member of the university leadership to serve as an advisor.
- b) The role of the advisor shall be:
  - i. To serve as an advocate for the chapter
  - ii. To provide advice and consultation to the chapter
  - iii. To communicate the needs and/or concerns of the university leadership to the chapter

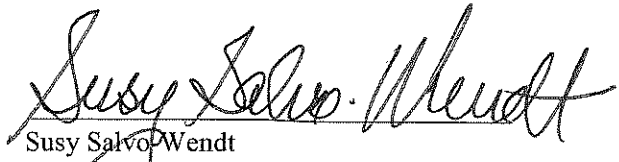
**Charter Amendment Recognition**

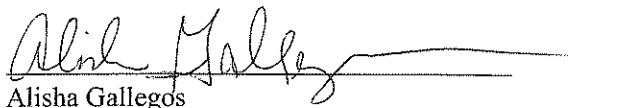
Upon 2/3 majority vote of the ASA-UNM Full Council, obtained on the 21st day of May in the year Two-Thousand and Fourteen, we, the undersigned ASA-UNM representatives, do hereby submit these amendments to the ASA-UNM Charter on behalf of our constituencies for recognition by the University of New Mexico this 20th day of October in the year Two-Thousand and Fourteen:

  
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Stacie Jackson  
ASA-UNM 2014 Steering Committee Chair

  
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Melanie Garcia  
ASA-UNM 2014 Steering Committee Vice Chair

  
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Emily Morelli  
ASA-UNM 2014 Steering Committee Member

  
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Susy Salvo-Wendt  
ASA-UNM Steering Committee Member

  
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Alisha Gallegos  
ASA-UNM 2014 Steering Committee Point of Contact