

Administrative Support Alliance - Health Sciences Center

(ASA-HSC)

(amended 10-12-10)

BYLAWS

ARTICLE I: NAME, HISTORY, PURPOSE, CHARTER

Section 1: Name

Administrative Support Alliance – Health Sciences Center (ASA-HSC)

Section 2: History

The ASA-HSC was created in the fall of 2007 when Patrice Martin, Executive Assistant to Dr. Paul Roth, Executive Vice President for Health Sciences and Dean of the School of Medicine approached him with the idea. With his approval and support, a cross-section of approximately 20 Health Sciences Center (HSC) administrative support personnel convened at a meeting on September 11, 2007. After discussion, there was unanimous agreement on moving forward with forming the ASA-HSC. It was agreed that there was potential for increased support, as a group, to HSC leadership and in fostering camaraderie and an environment of collaboration between members. Membership parameters were established to be those administrative support personnel who directly support a member of the HSC executive leadership. Formal meetings began in November 2007 and have been held regularly since that date. In early 2008, administrative support personnel who directly support the chairs and directors of the departments of the UNM School of Medicine convened and formed the first ASA-HSC affiliate group known as ASA-School of Medicine (ASA-SoM). Also in 2008, Martin started meeting with key personnel on UNM Main campus with an invitation to form an ASA-Main chapter and in the fall of 2009 this group was formed. Upon the advice of UNM Vice President Helen Gonzales, in 2010 the two major chapters formed the overarching ASA-UNM and created a Charter. [Note: the original name of the group was “Administrative Support Advisory Council” but in the summer of 2010, after an HSC University Counsel review and resulting legal opinion that the word “Advisory” should be deleted or replaced, a vote of ASA-HSC and ASA-Main was held. The current name of “Administrative Support Alliance” was established and the ASA-UNM Charter and respective Bylaws were amended.]

Section 2: Purpose

The purpose of the ASA-HSC is to support the Health Sciences Center vision -- “UNM HSC will work with community partners to help New Mexico make more progress in health and health equity than any other state by 2020” -- through collaborative support of the HSC administration, faculty, staff and students with quality innovative office systems and streamlined intra-departmental communications.

Section 3: ASA-UNM Charter

The ASA-HSC serves under the Charter (attached as part of these Bylaws) of the Administrative Support Alliance of the University of New Mexico (ASA-UNM) as adopted on April 13, 2010. ASA-HSC will preside jointly with ASA-Main through the ASA-UNM Steering Committee to manage ASA-UNM as sanctioned by UNM leadership on August 9, 2010. ASA-HSC and ASA-Main and all affiliate chapters will adopt separate Bylaws.

ARTICLE II: MEMBERSHIP

Section 1: Eligibility for Membership

Voting members will consist of all administrative support personnel (titles vary) that provide direct administrative support to the HSC leadership. HSC leadership consists of those executives who hold the following titles: Executive Vice President for Health Sciences, Deputy Executive Vice President for Health Sciences, HSC Vice President for Research, HSC Vice President for Diversity, HSC Vice President for Administration, HSC Vice President for Community Health, HSC Vice President for Finance, HSC Vice President of Hospital Operations, HSC Vice President for Clinical Affairs, Dean of the College of Pharmacy, Dean of the College of Nursing, Dean of the School of Medicine, Executive Vice Dean of the School of Medicine, HSC Vice President for Knowledge Management and IT, Executive Director of the UNM Medical Group, Inc., Senior Associate University Counsel, and President of Sandoval Regional Medical Center. Other members may be added or removed as determined by a two-thirds vote of the ASA-HSC.

Section 2: Rights and Responsibilities of Council Members

Each ASA-HSC member shall have the authority to participate in open group discussion on all ASA-HSC business and issues. Each member will participate in leading meetings and

development of agendas. Each member shall have full authority and eligibility to vote in all elections. Each member will be responsible for attending meetings regularly.

Section 3: Resignation, Representative, Termination

- a. *Resignation:* Any Council member may resign by submitting a written resignation, endorsed by their executive, to the ASA-HSC at a regular meeting or special meeting. The respective HSC executive will have the right to identify a replacement Council member to represent their department or area, to be approved by a two-thirds majority vote of ASA-HSC.

- b. *Representatives:*
 1. Permanent Representative: If a Council member cannot or does not wish to serve on ASA-HSC, he or she may identify a permanent representative from his or her department, or other, that will serve as a full voting member of the ASA-HSC on his or her behalf. In this case, the Council member will submit a letter, endorsed with approval by their executive, to the ASA-HSC at a regular meeting. The permanent representative must be approved by two-thirds majority vote of the ASA-HSC. This representative will enjoy all the rights and responsibilities of a member. If original Council member should vacate their position, the incoming person to that position will automatically assume ASA-HSC membership, replacing the previously identified permanent representative.”

 2. Temporary Representative: In the instance where a Council member cannot attend an ASA-HSC meeting, he or she can invite another HSC administrative support personnel to represent him or her at a meeting(s). The temporary representative will not have voting rights.

- c. *Termination:* After sending a Notice to Terminate Membership to the Council member, giving 30 days’ notice, and after duly consulting with the respective HSC executive, termination of a Council member will be considered for any reason(s) as deemed appropriate by the ASA-HSC members. Any such termination must be approved by a two-thirds majority vote of ASA-HSC.

ARTICLE III: MEETINGS

Section 1: Regular Meetings

Regular meetings of the ASA-HSC shall be held the second Tuesday of each calendar month (except December), 9:00 – 10:00 a.m. at a place designated by the respective meeting coordinator. No regular meeting will be held in the month of December. Each meeting will have a meeting coordinator and a minute taker. Annually, during the month of November, a meeting coordinator and minute taker will be identified for the upcoming calendar year of meetings. Dates and times of meetings may vary if necessary.

Section 2: Duties of the Meeting Coordinator and Minute Taker

- a. Meeting Coordinator - The meeting coordinator shall convene the regularly scheduled meeting, as assigned, and shall have authority to create that month's agenda as he/she deems appropriate. The meeting coordinator shall be responsible for disseminating the agenda at least 48 hours prior to the meeting day/time. The meeting coordinator can request input from members of ASA-HSC on agenda items or on any details of the meeting. If for any reason the meeting coordinator is unable to serve for the month they signed up for, they can switch with another member or ask another member to serve as meeting coordinator that month on his or her behalf.
- b. Minute Taker - The minute taker shall be responsible for recording the minutes for the meeting they signed up to serve in this capacity. If for any reason the minute taker is unable to serve for the month they signed up for, they can switch with another member or ask another member to serve as minute taker that month on his or her behalf. The minute taker will be responsible for disseminating the minutes of the meeting to all members within three (3) weeks after the date the respective meeting is held.

Section 3: Quorum

A quorum will consist of at least two-thirds of the ASA-HSC members in order for business to take place and motions to pass.

Section 4: Annual Special Meeting of ASA-UNM

Once per calendar year, members of the ASA-HSC and its affiliate chapters will convene with members of the ASA-Main and its affiliate chapters in a joint meeting. Meeting location will

fluctuate between being held on HSC campus and Main campus or at whatever meeting location the ASA-UNM Steering Committee deems appropriate. A meeting date will be selected by the ASA-UNM Steering Committee.

ARTICLE IV: GOVERNANCE, ADVISOR, COMMITTEES

Section 1: Governance

Leadership of ASA-HSC will be performed in a “Learning Community” mode. All voting members will be equal and will take turns leading meetings. Decisions will be made as a group using a vote of two-thirds of the membership.

Section 2: Advisor

ASA-HSC will identify one member of the current HSC leadership to serve as the official advisor to the ASA-HSC. The advisor will serve in this capacity until he or she resigns or until ASA-HSC elects to change advisors by a two-thirds majority vote during a regular or special meeting.

Section 3: ASA-UNM Steering Committee

The ASA-UNM Steering Committee will consist of two members from ASA-HSC and two members from ASA-Main. Two voting members of ASA-HSC will be identified by a two-thirds majority vote to serve as ASA-HSC representatives on the ASA-UNM Steering Committee. Each ASA-UNM Steering Committee member shall serve for a term of one year beginning July 1 of each calendar year [see ASA-UNM Charter, Article IV, Section 1]. The ASA-UNM Steering Committee will meet quarterly. ASA-UNM Steering Committee will collaborate on the direction and governance of ASA-UNM for ASA-HSC, ASA-Main and their respective affiliate chapters.

Section 4: Special Committees, Ad Hoc Committees

As necessary, ASA-HSC will have authority to form small special committees or ad hoc committees to work on a specific issue. These committees will be formed for only a specific period of time and once the task of the committee is complete the committee will automatically be disbanded.

Section 4: Point Person/Archivist

One member of ASA-HSC will be identified to serve a two-year term as Point Person and Archivist and will be selected by a two-thirds vote of the ASA-HSC. This member will be responsible for serving as the point of contact for ASA-HSC. This member will be responsible for maintaining the historical archives of ASA-HSC to include all minutes, photographs, files, etc. Archives will be stored electronically as appropriate.

ARTICLE V: ASA-HSC AFFILIATE CHAPTERS

Section 1: ASA-School of Medicine (ASA-SoM) Affiliate Chapter

ASA-School of Medicine (ASA-SoM): In 2008, the administrative support direct reports to the School of Medicine chairs, director of Cancer Center, and director of the Office of the Medical Investigator established an affiliate chapter. This affiliate chapter is hereby 'grandfathered' regarding the following stated requirements of an affiliate chapter.

Section 2: Establishment of Affiliate Chapters

- a. ASA-HSC encourages affiliate chapters to form. The affiliate chapters must submit, in writing to ASA-HSC, a letter of interest explaining why they wish to establish an affiliate chapter, a list of the positions and/or names of the members of the proposed affiliate chapter, and draft bylaws of the proposed affiliate chapter. Establishment of an affiliate chapter must be approved by a two-thirds majority vote of ASA-HSC.
- b. Once approved by ASA-HSC, approval of the affiliate chapter will be brought to an ASA-UNM Steering Committee for final approval, as stated in the ASA-UNM Charter [*Article II, Section 4*].

Section 3: Rights and Responsibilities of Affiliate Chapters

All ASA-HSC affiliate chapters are expected to meet the requirements of an affiliate chapter as stated in the ASA-UNM Charter [*Article II, Section 4*]. All ASA-HSC affiliate chapters enjoy the right to meet, set agendas, and govern as works best for the affiliate chapter membership, within the parameters set forth in the ASA-UNM Charter.

Section 4: Member of ASA-HSC Affiliate Chapters to attend ASA-HSC Meetings

A minimum of one member of all ASA-HSC affiliate chapters will attend all regularly scheduled ASA-HSC meetings. This member(s) will request to be placed on the agenda to provide an update from their respective affiliate chapter to ASA-HSC and/or to present any business items from the affiliate chapter to ASA-HSC. In turn, this member(s) will return to their respective affiliate chapter to provide members with an update and to share information of what transpired at the ASA-HSC meeting.

Section 5: At-Large Member to Serve on ASA-UNM

As stated in the ASA-UNM Charter [Article IV, Section 1.c], one at-large member from each affiliate chapter will serve on the ASA-UNM Steering Committee for a term of one year, beginning July 1 of each calendar year.

ARTICLE VI: AMENDMENTS

Section 1: Amendments

These Bylaws may be amended when necessary by two-thirds majority vote of the ASA-HSC membership. Proposed amendments must be presented at a regular or special meeting.

CERTIFICATION

These Bylaws were approved at a meeting of the ASA-HSC by a two-thirds majority vote held on April 13, 2010.