

CHARTER

ADMINISTRATIVE SUPPORT ALLIANCE OF THE UNIVERSITY OF NEW MEXICO

Article I. Name & Purpose

Section 1: Name

- a) The name of this professional organization shall be collectively known as the "Administrative Support Alliance of the University of New Mexico," hereafter referred to as ASA-UNM.

Section 2: Purpose

- a) This organization has been established as a network of administrative support professionals at the University of New Mexico (UNM) committed to the advancement of this institution's mission of teaching, research, patient care, and community service, through:
 - i) **Service** to university executive leadership
 - ii) **Promotion of best practices** among peers; and
 - iii) Fostering **collaboration** between university offices and units.
- b) This organization is not an advisor to the UNM Board of Regents, Administration, or related business units.

Article II. Chapters & Membership

Section 1: General Eligibility

- a) ASA-UNM shall be composed of administrative support professionals from chartered ASA chapters located in or on a UNM campus, office, center, institute, or other operating unit.
- b) Individual eligibility is subject to the bylaws established by each ASA chapter.

Section 2: Campus Chapters

- a) There shall be two campus-based branches: one located on the UNM Main campus and one located on the UNM Health Sciences Center campus.
- b) These Campus Chapters shall be respectively known as ASA-Main and ASA-HSC and are the founding chapters of ASA-UNM
- c) Duties of Campus Chapters – Campus Chapters are expected to meet the following requirements to be considered in good standing with ASA-UNM:
 - i) Hold regular meetings for chapter members
 - ii) Attend ASA-UNM Full Council meetings
 - iii) Maintain a current set of bylaws to govern operations

Section 3: Rights of Campus Chapters

- a) Each chartered Campus Chapter of ASA-UNM shall be entitled to the following rights and privileges:

- i) Use of the ASA designation
- ii) Establishment of Bylaws
- iii) Voting eligibility in the ASA-UNM Full Council meetings

Section 4: Affiliate Chapters

- a) Affiliate Chapters shall be established based on interest and a chapter request submitted to the ASA-UNM Steering Committee.
- b) Affiliate Chapter Requests – All requests shall contain the following:
 - i) Statement of Interest
 - ii) Member Roster
 - iii) 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:
 - i) Hold regular meetings for Affiliate Chapter members
 - ii) Attend ASA-UNM Full Council meetings
 - iii) Maintain a current set of bylaws.

Article III. Meetings

Section 1: ASA-UNM Full Council Meeting

- a) Once per year, a gathering of all Chapters shall be convened for an ASA-UNM Full Council meeting called by the ASA-UNM Steering Committee.
- b) Members of the ASA-UNM Steering Committee shall facilitate or designate a facilitator for the ASA-UNM Full Council meeting.
- c) The date, time, and location of the ASA-UNM Full Council meeting shall be communicated to all Campus Chapters and Affiliate Chapters 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 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 Campus Chapters.

Section 3: Conduct of Business

- a) Quorum- In order for business to be conducted at least forty-percent (40%) of all voting ASA-UNM members shall be present.
- b) Agenda – The meeting agenda shall be developed in advance of the Full Council Meeting by the ASA-UNM Steering Committee with input from the Campus Chapters.
- c) Minutes – Meeting minutes shall be taken at ASA-UNM Full Council meetings and be made available for the review of members.

Article IV. Committees

Section 1: ASA-UNM Steering Committee

- a) The ASA-UNM Steering Committee shall be the only standing committee within ASA-UNM.
- b) The Steering Committee is charged with:
 - i) Overseeing the chartering of new Affiliate Chapters
 - ii) Facilitating ASA-UNM Full Council meetings
 - iii) Maintaining the operating and historical documents of ASA-UNM
 - iv) Communicating with Campus Chapters
- c) The ASA-UNM Steering Committee shall be composed of two (2) members from ASA-Main, two (2) members from ASA-HSC, and one member-at-large from each ASA Affiliate Chapter. Each ASA-UNM Steering Committee member shall serve for a term of one year beginning July 1st 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: 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; not to exceed one year.

Article V. Chapter Dissolution

Section 1: Affiliate Chapter Removal

- a) If an Affiliate Chapter does not fulfill requirements as described in Article II, Section 4d, that Affiliate Chapter will be notified in writing by the ASA-UNM Steering Committee of the meeting at which their dissolution will be discussed and voted upon. At that meeting, the Affiliate Chapter may present statements to the ASA-UNM Steering Committee in an effort to retain their affiliation with ASA-UNM.
- b) Removal will occur, if so voted by two-thirds (2/3) of the ASA-Steering Committee members present at the meeting.

Section 2: Dissolution of a Campus Chapter

- a) In the event the ASA-Main and/or the ASA-HSC should vote to dissolve its respective chapter(s); this Charter and all chapters shall become dormant and ASA-UNM dissolved, until such time as the campus chapter(s) is/are duly re-established and membership restored.

Article VII. Advisors

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

- a) Each campus chapter shall designate a member of the university executive 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 executive leadership to the chapter

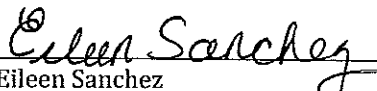
Article VII. Amendments

Section 1: Amendment Process


- a) This charter may be amended by a two-thirds (2/3) vote of the voting membership of the ASA-UNM.
- b) All amendments must be presented in written form to the ASA-UNM Steering Committee at least one (1) month in advance of a regular or special ASA-UNM Full Council meeting.

Charter Recognition

We, the undersigned ASA-UNM representatives, do hereby submit this charter on behalf of our constituencies for recognition by the University of New Mexico this 27th day of July in the year Two-Thousand and Ten:

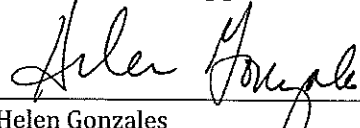


Eileen Sanchez
Executive Assistant to the VP-HR
ASA-Main Representative



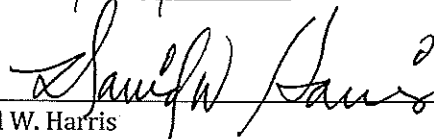
Patrice Martin
Executive Assistant to the EVP-HSC
ASA-HSC Representative

Reviewed and approved:




Helen Gonzales
Vice President for Human Resources

Date: 7/29/10



David W. Harris
Executive Vice President for Administration
Chief Operating Officer and Chief Financial Officer

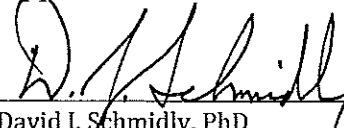
Date: 8/4/10



Paul B. Roth, MD, FACEP
Executive Vice President for Health Sciences
Dean, UNM School of Medicine

Date: 7-27-10

Approved:



David J. Schmidly, PhD
President
University of New Mexico

Date: 8/9/10