University of Richmond
Charter and Bylaws of the
Administrative Systems Policy Group

Section 1. Name. The name of this organization is the Administrative Systems Policy Group.

Section 2. Purpose. The Administrative Systems Policy Group accepts and promotes shared responsibility for the standardization, support, and security of administrative data, systems and processes. To support this purpose, this group:

- Provides a forum for issues, concerns, interests, enhancements, and information that apply to functional offices, business processes, and administrative systems and data of the University of Richmond.
- Serves as an advisory group to vet administrative projects and systems that significantly impact functional offices, business processes, or major academic applications of the University.
- Discusses prioritization and allocation of institutional resources (primarily project scheduling and personnel) to implement, integrate, upgrade, secure, test and support administrative systems.
- Reviews and approves requests for customizations of administrative systems.
- Reviews and recommends requests for purchases of new administrative applications or systems, particularly those that require on-going support and/or integration with existing systems and data.
- Reviews and approves policies related to administrative systems.
- Supports, implements, and communicates group decisions and policies to respective University departments and organizations.
- Works with councils, groups, or bodies of the University to communicate administrative policies and processes as well as to solicit feedback to improve systems and processes.

Section 3. Membership. Membership is comprised of authoritative representatives from administrative offices of the University. The intent is to maintain a group small enough to work through issues in a timely manner, but large enough to provide representation from key functional areas. We may invite guests from time-to-time to provide additional input for key decisions. If two or more regularly scheduled meetings are missed in one consecutive 12 month period, the member will be asked to reevaluate his/her commitment or delegate a replacement.

Following are the administrative offices represented on the Administrative Systems Policy Group:

- Admissions
- Advancement
- Financial Aid
- Registrar’s Office
- Human Resources
- Internal Audit ex officio
- Institutional Effectiveness
- Finance
- Information Services

Special meetings may be called as needed.

A simple majority will adopt matters other than amendments to the Administrative Systems Policy Group bylaws.

Administrative systems and policies are broad in scope, so it is expected that sub-groups will be formed from time-to-time to meet and address specific topics of interest.

When feedback or decisions are needed between quarterly meetings, members may solicit input by sending out an e-mail to the entire membership of the Administrative Systems Policy Group. If a member feels that e-mail is an ineffective forum for a particular topic or discussion, they may request a special meeting or, if timing is not critical, request that the topic be postponed until the next scheduled quarterly meeting.

Section 5. Amendments of Bylaws. Any proposed amendment to Administrative Systems Policy Group bylaws must be submitted in writing to the Director of Systems & Networks in Information Services at least one week prior to a scheduled quarterly meeting.

A two-thirds vote of the Administrative Systems Policy Group membership is required to accept or reject a proposed amendment.

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Revised</th>
<th>Author</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>July 12, 2007</td>
<td>Troy Boroughs</td>
<td>Original approved version of charter.</td>
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<tr>
<td>2.0</td>
<td>Sep 9, 2011</td>
<td>Troy Boroughs</td>
<td>Updated group membership; revised purpose from “reviews and approves purchases” to “reviews and recommends purchases”; added revision history; approved by 14 out of 17 members of Policy group.</td>
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