

**P.O. BOX 27144
RICHMOND, VIRGINIA 23261**

VIRGINIA ADMINISTRATIVE SUPPORT ASSOCIATION, INCORPORATED

“ARTICLES OF ASSOCIATION (INCORPORATION)”

Articles of Incorporation of the undersigned, a majority of whom are citizens of the United States and employees of the Commonwealth of Virginia, desiring to form as a Non-Profit association under the Non-Profit Corporation Law of Virginia, do hereby certify the following:

ARTICLE I

The name of this organization shall be the "Virginia Administrative Support Association".

ARTICLE II

The place in this state where the registered office is to be initially physically located is in the County of Henrico, 9300 Brook Road, Glen Allen, Virginia 23060. The initial registered agent located at the registered office is Sandra M. Antoine, an initial director (President) of the corporation, term of office year 2007.

ARTICLE III

The purpose of this Association shall be to:

1. Promote general recognition of administrative support staff as professionals by enlisting the support of personnel in all phases of administrative support in a statewide association.
2. Promote retention and advancement of qualified, professional personnel.
3. Promote training for administrative support staff that will enhance professional skills and personal growth.
4. Promote and encourage cooperation, communication, and networking opportunities among personnel of all agencies under the Secretary of Public Safety.
5. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

ARTICLE IV

MEMBERSHIP

The Association shall have three (3) classes of membership:

1. Professional: shall be open to all full and part time administrative support personnel employed by the agencies under the Office of the Secretary of Public Safety. Professional members shall enjoy all the benefits and privileges of the Association and shall have the floor at all business meetings, to hold office, to serve as a regional rep and to have full and complete voting privileges.
2. Associate: shall be open to other persons under the umbrella of the Office of the Secretary of Public Safety who do not meet the requirements for professional membership, such as supervisors, management staff and agents etc., but have an interest in the future course of the Virginia Administrative Support Association. The associate member shall be entitled to share fully in all the activities, publications, and privileges of the Association, and shall be entitled to the privileges of the floor at all business meetings, but shall not be entitled to vote or hold office.
3. Retired Professional: shall be open to professional members upon retirement from state service. Retired professionals shall have and enjoy all the benefits and privileges of the Association, and shall be entitled to share fully in all the activities and publications of the Association.

ARTICLE V

EXECUTIVE BOARD

The officers of the Virginia Administrative Support Association shall be Professional members elected by a majority quorum of the association's professional members present during the annual business meeting. The officers shall consist of President, President-Elect, Past-President, Secretary, Treasurer, Membership Chair, Publicity Chair, and Historian, and shall herewith be titled the Executive Board. The term for officers shall be one (1) year, January through December, with the exception of the President-Elect, which shall run three (3) years [first year as President-Elect, second year as President, and third year as Past-President (Advisor)]. Meetings of the Executive Board shall be held as determined by the President.

OFFICERS AND DUTIES

*The elected officers shall comprise the Executive Board:

1. PRESIDENT
 - Presides over all meetings of the Association,
 - Appoints temporary committees as necessary,
 - Ensures smooth operation of all business related to the Association, and
 - Votes only to break a tie in the Executive Board meetings.

2. PRESIDENT-ELECT

- Presides over meetings in the absence of the President,
- Completes the President's term if office becomes vacant between elections, and
- Coordinates Regional Rep responsibilities. (Regional Rep Guidelines Attachment A)

3. SECRETARY

- Records the official minutes of all meetings and distributes them to each member of the Executive Board and other interested parties,
- Shall maintain all records and correspondence of the organization,
- Distributes notices of proposed amendment changes, meeting notices, forms, and other appropriate materials to the membership.

4. TREASURER

- Shall be the chief financial officer of the Association and shall be responsible for accurate record keeping of all associated financial documents,
- Provides a financial statement at each meeting of the Executive Board and annual business meeting,
- Reports all financial inconsistencies immediately to the President and ensures that an independent audit is conducted by a non-Virginia Administrative Support Association member, at the end of Treasurer's term of office, and
- Oversees Ways and Means Committee, if appointed by the President and/or Executive Board.

5. MEMBERSHIP CHAIR

- Maintains a listing of the membership and current addresses and distributes them to the Executive Board,
- Responsible for new membership registrations, issuance of membership cards, and submission of dues to the Treasurer,
- Sends renewal notices to the membership, and
- Encourages membership growth.

6. PUBLICITY CHAIR

- Collects articles, edits, designs, develops, and distributes quarterly newsletters,
- Responsible for displaying promotional items at conferences and/or business meetings,
- Responsible for ordering Virginia Administrative Support Association items with approval of the Executive Board, and
- Shall keep an on-going inventory of Virginia Administrative Support Association items.

7. PAST PRESIDENT

- Serves as Parliamentarian and as an Advisor to the Executive Board.
- In the event a Past President cannot fulfill this obligation, the President may appoint a former Board Member as Advisor to complete the Past President's term of office.

8. HISTORIAN

- Responsible for maintaining the Virginia Administrative Support Association's scrapbooks, photographing at Virginia Administrative Support Association events, identifying subjects in photographs to be put in scrapbooks, displaying scrapbooks at the Virginia Administrative Support Association conference and/or events, and any audio-visual aides purchased by Virginia Administrative Support Association.
- The Historian shall relinquish all inventoried items to the newly elected Historian and obtain a signed receipt.
- An independent audit may be called for by the Virginia Administrative Support Association President at any time, and will be conducted by a non-Virginia Administrative Support Association member.

The names and addresses of the persons who are the initial trustees (directors/registered agents/board members) who are currently serving as the 2007 Executive Board members are:

Sandra Antoine, (President), 9300 Brook Road, Glen Allen, VA 23060

Sharon Burgess, (Past-President), 1001 Obici Industrial, Suite F, Suffolk, VA 23434

Wanda M. Smith, (President-Elect), 5427 Peters Creek Road, Suite 350
Roanoke, VA 24019

Barbara Ropka, (Secretary), 1900 River Road West, Crozier, VA 23039

Pamela G. Stokley, (Treasurer), 2943 Peters Creek Road, Suite A, Roanoke, VA 24019

Tomika L. Easter, (Membership Chair), 1801 Old Bon Air Road, Richmond, VA 23235

Marilyn Hyde, (Publicity Chair), 10501 Trade Court, Richmond, VA 23236

Thomas E. Nowlin, (Historian), DCJS, 202 N. 9th Street, Richmond, VA 23219

ARTICLE VI

FINANCE

No part of the net earnings of the corporation (association) shall benefit officers, trustees, members or other private persons, except that the corporation (association) shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

ARTICLE VII

DISSOLUTION

Upon dissolution of the Association, the assets shall be distributed only to religious, scientific, literary, educational or other charitable organizations exempt from taxation under the Internal Revenue Code.

ARTICLE VIII

INCORPORATORS:

In witness whereof, we have hereto subscribed our names and executed these Articles in the name of the Virginia Administrative Support Association, this ____ day of _____, 2007

Sandra M. Antoine

Thomas E. Nowlin

Notary Public