

Armed Forces Employee Impact Group

Operating Principles

Adopted: TBD

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ARMED FORCES

EMPLOYEE IMPACT GROUP

*These operating principles should govern the Armed Forces Employee Impact Group. These principles should be amended by a majority vote of the members present at the time of the vote. Robert’s Rules of Order should be the guide for all parliamentary decisions for the Armed Forces Employee Impact Group.*

# NAME

**SECTION 1.** The body should be known as the Armed Forces Employee Impact Group (AFEIG).

# PURPOSE/MISSION

**SECTION 1.** AFEIG is a voluntary, employee-initiated group of University of Arkansas faculty and staff who share common interests, backgrounds, characteristics, or pursuits. Its mission is to provide support while advancing the interests and promoting the welfare of this community on campus.

**SECTION 2.** AFEIG was formed to assist the University in accomplishing its mission of teaching, research, and service by strengthening diversity, fostering community, and improving retention of veteran students, faculty, and staff. Establishing a diverse, supportive community in which to work and learn is critical in preparing students to participate in an increasingly global economy and enhances the University’s ability to develop new knowledge and provide effective service throughout Arkansas and the world.

**SECTION 3.** AFEIG is guided by the Division for Diversity, Equity, and Inclusion’s overarching commitment to service and to diversity and inclusion. In collaboration with campus partners, it aspires to cultivate an environment in which veterans can flourish, creating opportunities for social interaction, networking, mentoring, community engagement, and professional and personal development.

**SECTION 4.** The rules promulgated herein, under the authority of the Division for Diversity, Equity, and Inclusion, should be hereafter known as the Operating Principles of the Armed Forces Employee Impact Group.

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# MEMBERSHIP

**SECTION 1**. Membership is open to faculty and staff who share common interests in facilitating the purposes of the group.

**SECTION 2.** The rights/responsibilities of a member should be:

1. Encouraged to attend all meetings and to become involved in committee and project work.
2. Propose ideas that foster the mission of recruitment, retention, and diversity and inclusion.
3. To vote on all proposals presented to the AFEIG.
4. To be nominated and elected for officer positions.

# OFFICERS

**SECTION 1.** There should be an Executive Committee, who should be the governing body of the group.

**SECTION 2.** The Executive Committee should consist of the following elected officers:

1. Chair
2. Vice-Chair
3. Secretary
4. Treasurer

**SECTION 3.** The Executive Committee will also include the office of Treasurer, who should be appointed by the Chair.

**SECTION 4**. The Executive Committee should adhere to the regularly scheduled meetings, and any additional meetings will be scheduled at the discretion of the Chair. The Executive Committee will serve two-year appointments with staggered terms.

## Duties/Responsibilities

**SECTION 1.** It should be the duty of the Chair to:

1. Act as liaison and representative of the staff to the University community and the administration.
2. Administer the annual budget approved by the Executive Committee and the Vice Chancellor for the Division for Diversity, Equity, and Inclusion.
3. Ensure timely distribution of information about AFEIG activities to University officials, and information about the University to the AFEIG.
4. Perform other duties as requested by the AFEIG.

**SECTION 2.** It should be the duty of the Vice-Chair to:

1. Coordinate the work of appointed committees and projects.
2. Serve as historian.
3. Conduct business meetings in the event of the absence of the Chair.
4. Perform other duties as requested by the Chair.
5. Serve as the Parliamentarian to:
	* Assist the presiding officer and members in the interpretation of the AFEIG operating principles and parliamentary procedures using Robert’s Rules of Order Newly Revised as a reference.
	* Review by-laws at the beginning of each year and update as needed.
	* Maintain order during business meetings.

**SECTION 3.** It should be the duty of the Secretary to:

1. Notify members of the time and place of the meetings.
2. Supervise the preparation and distribution of both draft and approved minutes of each regular and special meeting of the AFEIG.
3. Maintain a permanent file of minutes of all meetings of the AFEIG and of other AFEIG records and make such files available to any current employee.
4. Maintain a permanent file of the attendance of all meetings and make such files available as needed.
5. Serve as the liaison of the Communication Committee and coordinate all communication activity to provide an organized and consistent presence on and off campus.

**SECTION 4.** It should be the duty of the Treasurer to:

1. Should be responsible for submitting a proposed annual budget for approval by the AFEIG Executive Committee and the Vice Chancellor for the Division for Diversity, Equity, and Inclusion.
2. Monitor all revenue and expenditures.

# SUB-COMMITTEES

**SECTION 1.** All committees should be composed of active members (as determined by attendance records) and should assume such duties as specified in the by-laws and/or assigned by the Chair. A member may only chair up to two committees. The committee chair should submit written reports of activities and accomplishments at the quarterly meetings or when requested.

**SECTION 2.** Standing Committees should consist of no fewer than two members. The following committees should be appointed by the Chair and should serve two-year appointments with a maximum of 2 terms.

The sub-committees are as follows:

1. Recruitment and Retention
	1. Identify opportunities to welcome potential AFEIG staff and faculty to the University.
	2. Identify and address barriers to retention of AFEIG staff and faculty.
	3. Networking with AFEIG community members
2. Professional Development
	1. Identify and develop future training and mentoring programs and opportunities.
	2. Locate and inform membership of existing professional development opportunities.
	3. Establish AFEIG scholarship.
	4. Communications
		1. Coordinate the nomination and election process.
		2. Use various mediums to send information considered to be important to the membership.
		3. Submit information about updates, events, and opportunities.
		4. Special Events
			1. Coordinate social activities and events of the Armed Force Employee Impact group.
			2. Ensure refreshments are at the meeting when needed.
			3. Work with other sub-committees to assist in the organization of events.

# GROUP REGULATIONS

**SECTION 1**. The Armed Forces Employee Impact Group will operate under the following guidelines:

1. Assist in the recruitment and/or retention of armed forces faculty and staff upon the request of the Vice Chancellor for the Division for Diversity, Equity, and Inclusion or other University officials.
2. Assist in the recruitment and/or retention of armed forces students upon the request of the Vice Chancellor for the Division for Diversity, Equity, and Inclusion or other University officials.
3. Support the professional development of group members through such efforts as learning opportunities, mentoring and roundtable discussions.
4. Provide group members with social activities that foster community building and positive experiences.
5. Provide an annual report of activities relative to accomplishing the group’s goals (the report should document active members and include a detailed budget report);
6. AFEIG’s leadership should meet quarterly with the Vice Chancellor for the Division for Diversity, Equity, and Inclusion or their designee and provide a summary of activities.
7. AFEIG should be open to any employee who shares the goals and objectives of the group.
8. AFEIG should not negotiate or act as a representative of any group member in an advocacy role with administrators or the University.

## Annual Business Meetings

**SECTION 1.** Meetings should be held quarterly each fiscal year. Meetings dates will be determined and adjusted by the Executive Committee, as necessary.

**SECTION 2.** A special meeting of the AFEIG may be called by the AFEIG Chair or by designee, by notifying all AAAEIG members of the time and meeting place.

**SECTION 3.** All members of the AFEIG faculty and staff may attend and be heard at all regular and special meetings of the AFEIG.

## Correspondence

**SECTION 1.** The AFEIG should maintain and disseminate internal information through the designated UARK email address or listserv.

**SECTION 2.** Minutes of each regular and special meetings of the AFEIG and other AFEIG records should be available, by written request.

## Elections

**SECTION 1**. The voting membership of the AFEIG should consist of AFEIG faculty and staff members who are present at the business meetings or by attendance record if electronic vote is called. All issues voted on should be decided by a majority of members present.

**SECTION 2.** Members, via email, may submit nominations for elected officer position to the Communications Chair in April of each year.

**SECTION 3.** Elections should be held bi-annually at the appropriate business meeting. The majority vote of members present should decide the election of officers.

**SECTION 4.** If a vacancy occurs amongst the Executive Officers, the vacant position should be filled by a majority vote of the members present at any of the scheduled business meetings.

**SECTION 5.** Sub-committee Chair appointments will be made by the Chair during a Fall business meeting.

# AMENDMENTS

**SECTION 1**. These operating principles may be amended by a majority vote of all members present at a scheduled business meeting, provided notice of the proposed amendments have been given to all members at least thirty (30) days prior to the vote on the amendments.

**SECTION 2**. In the event of an emergency, as determined by the Executive Committee, the operating principles may be amended by mail or electronic format by a majority of members present.

Adopted on the TBD 2021 by:

TBD, Chair

TBD, Vice-Chair

TBD, Secretary

TBD, Treasurer

TBD, Recruitment and Retention Committee Chair

TBD, Professional Development Committee Chair

TBD, Communication Committee Chair

TBD, Special Events Committee Chair