

***LATINX EMPLOYEE RESOURCE GROUP BY-LAWS**

These by-laws shall govern the Latinx Employee Latinx Group. These by-laws shall be amended by a majority vote of the members present at the time of the vote. Robert's Rules of Order shall be the guide for all parliamentary decisions for the Latinx Employee Impact Group.

ARTICE I: TITLE

Name

SECTION 1. The body shall be known as the *Latinx Employee Resource Group* (LERG).

ARTICLE II: PURPOSE/MISSION

SECTION 1. Impact groups are voluntary, employee-initiated groups of University of Arkansas faculty and staff who share common interests, backgrounds, characteristics or pursuits.

SECTION 2. *Employee Resource Groups* are formed to assist the University in accomplishing its mission of teaching, research and service by strengthening diversity, inclusion and equity, fostering community and improving retention of students, faculty and staff. Establishing a diverse and equal, 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. The rules promulgated herein, under the authority of the Office of Diversity Affairs, shall be hereafter known as the BY-LAWS of the *Latinx Employee Resource Group*

ARTICLE III: MEMBERSHIP

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 shall be:

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

ARTICLE IV: OFFICERS

Executive Committee

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

SECTION 2. The Executive Committee shall consist of the following elected officers with an understanding that the majority of the committee would reflect the community that they serve:

1. Chair
2. Vice-Chair
3. Secretary
4. Treasurer
5. Media Coordinator

SECTION 3. The Executive Committee shall adhere to the regularly scheduled quarterly meetings, and any additional meetings will be scheduled at the discretion of the Chair. The AARG Executive Committee will serve two-year appointments with staggered terms.

Duties/Responsibilities

SECTION 1. It shall be the duty of the Chair to:

1. Act as liaison and representative of the impact group to the University community and the upper administration
2. Administer the annual budget as approved by leadership and the Vice Chancellor for Diversity and Inclusion
3. Ensure timely distribution of information about resource group activities to University officials and information about the University to the resource group
4. Perform a review of By-Laws at the beginning of each year and update biannually
5. Maintain order during business meetings (in keeping with Robert's Rules of Order)
6. Perform other duties requested by the resource group

SECTION 2. It shall 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 Chair's absence
4. Perform other duties as requested by the Chair

SECTION 3. It shall be the duty of 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 resource group

3. Maintain a permanent file of minutes of all meetings of the resource group and of other records on the group SharePoint, and make such files available to any interested person

4. Maintain a permanent file of the attendance of all meetings of the group on the SharePoint and make such files available to any interested person

5. Manage the UARK Listserv for the group: Latinx-EIG@LISTSERV.UARK.EDU and make sure that it is updated yearly

SECTION 4. It shall be the duty of the Treasurer to:

1. Submit a proposed annual budget for approval by leadership and the Vice-Chancellor for Diversity and Community
2. Monitor all revenue and expenditures

SECTION 5. It shall be the duty of the Media Coordinator to:

1. Coordinate all communication activity to provide an organized and consistent presence on and off campus
2. Develop/manage group Facebook page, and/or Twitter, Instagram accounts, etc.
3. Perform any duties associated with the publicity of group events (at the University or the NWA community); Newswire articles

ARTICLE V: SUB-COMMITTEES

Standing Sub-Committees

SECTION 1. All committees shall be composed of active members (as determined by attendance records) and shall 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 shall submit written reports of activities and accomplishments at the quarterly meetings or when requested.

SECTION 2. Standing Committees shall consist of no fewer than three members. The following committees shall be appointed by the Chair and shall serve one-year appointments with staggered terms.

The sub-committees are as follows: Do we want to create any?

ARTICLE VI: GROUP REGULATIONS

Operating Guidelines

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

1. Assist in the recruitment and/or retention of faculty and staff upon the request of the Vice Chancellor for Diversity and Community or other University officials;
2. Assist in the recruitment and/or retention of students upon the request of the Vice Chancellor for Diversity and Community or other University officials;
3. Support the professional development of group members through such efforts as 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 shall document active members and include a detailed budget report);
6. Each group's leadership shall meet quarterly with the Vice Chancellor for Diversity and Community or his or her designee and provide a summary of activities;
7. Resource groups shall be open to any employee who shares the goals and objectives of the group;
8. Resource groups shall not negotiate or act as a representative of any group member in an advocacy role with administrators or the University.

Quarterly Business Meetings

- SECTION 1.** Meetings will be held quarterly during the months of September, December, March, and June of each fiscal year.
- SECTION 2.** A special meeting of the LERG may be called by the LERG Chair or by designee, by notifying all LERG members of the time and meeting place.
- SECTION 3.** All members of the faculty and staff may attend and be heard at all regular and special meetings of the LERG.

Correspondence

- SECTION 1.** The group shall maintain and disseminate information through the [UA Faculty](#) and Staff Listserv: LATINX-EIG@LISTSERV.UARK.EDU.
- SECTION 2.** Minutes of each regular and special meeting of the LERG and other LEIG records shall be available, by written request, for inspection by any interested person.

Elections

- SECTION 1.** The voting membership of the LERG shall consist of faculty and staff members who are present at the business meetings or by attendance record if

electronic vote is called. All issues voted on shall be decided by a majority of the votes of members.

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

SECTION 3. Elections shall be held bi-annually at the March business meeting. The majority vote of members present shall decide the election of Officers.

SECTION 4. If a vacancy occurs amongst the executive officers, the vacant position shall be filled by a majority vote of the members present at any one of the four scheduled business meetings in accordance with Article IV Section 2.

SECTION 5. Sub-committee Chair nomination and appointments will be coordinate by the Chair at the September business meeting.

ARTICLE VI: BY-LAW AMENDMENTS

SECTION 1. These By-Laws 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 By-laws may be amended by mail or electronic format by a majority of members.