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Operating Principles

Adopted: August 31, 2020

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BLACK EMPLOYEE RESOURCE GROUP

*These operating principles shall govern the Black Employee Resource GroupGroup which shall be further known as the Black Employee Resource Group. These principles 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 Black Employee Resource Group.*

# NAME

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

# PURPOSE/MISSION

**SECTION 1.** BERG 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.** BERG was formed to assist the University in accomplishing its mission of teaching, research, and service by strengthening diversity, fostering community, and improving retention of African and African American 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.** BERG is guided by the overarching commitment to service, diversity, and inclusion. In collaboration with campus partners, it aspires to cultivate an environment in which women can flourish, creating opportunities for social interaction, networking, mentoring, community engagement, and professional and personal development.

**SECTION 4.** The rules promulgated herein, shall be hereafter known as the Operating Principles of the Black Employee Resource 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 shall 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 BERG.
4. To be nominated and elected for officer positions.

# OFFICERS

**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:

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

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

**SECTION 4**. The Executive Committee shall 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 shall 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 BERG activities to University officials, and information about the University to the BERG
4. Perform other duties as requested by the BERG

**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 absence of the Chair.
4. Perform other duties as requested by the Chair.

**SECTION 3.** It shall 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 BERG.
3. Maintain a permanent file of minutes of all meetings of the BERG and of other BERG records, and make such files available to any .
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 shall be the duty of the Parliamentarian to:

1. Assist the presiding officer and members in the interpretation of the BERG operating principles and parliamentary procedures using Robert’s Rules of Order Newly Revised as a reference.
2. Review by-laws at the beginning of each year and update as needed.
3. Maintain order during business meetings.

**SECTION 5.** It shall be the duty of the Treasurer to:

1. Shall be responsible for submitting a proposed annual budget for approval by the BERG 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 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 a maximum of 2 terms.

The sub-committees are as follows:

1. Recruitment and Retention
   1. Identify opportunities to welcome potential African American staff and faculty to the University.
   2. Identify and address barriers to retention of African American staff and faculty.
2. Professional Development
   1. Identify and develop future training programs and opportunities.
   2. Locate and inform membership of existing professional development opportunities.
   3. 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 of the 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 Black Employee Resource Group will operate under the following guidelines:

1. Assist in the recruitment and/or retention of faculty and staff upon and/or on the request of other University officials.
2. Assist in the recruitment and/or retention of students and/or on 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 shall document active members and include a detailed budget report to the Director of Belonging and Engagement, Equal Opportunity, Compliance & Title IX.)
6. BERG’s leadership shall meet quarterly and provide a summary of activities to the membership.
7. BERG shall be open to any employee who shares the goals and objectives of the group.
8. BERG shall 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 during the months of September, December, and March of each fiscal year. Meetings dates may be adjusted, as necessary.

**SECTION 2.** A special meeting of the BERG may be called by the BERG Chair or by designee, by notifying all BERG 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 BERG.

## Correspondence

**SECTION 1.** The group shall maintain and disseminate internal information through the designated uark email addresses: BFACSTAF@LISTSERV.UARK.EDU.

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

## Elections

**SECTION 1**. The voting membership of the BERG 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 members present.

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

**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.

**SECTION 5.** Sub-committee Chair appointments will be made by the Chair at the September 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 1st day of April, Two-Thousand and Twenty-Three by:

Synetra Hughes, Chair

AnReckez Daniels, Co-Chair and Special Events

Kaylin Oliver, Secretary

Jason Riley, Treasurer

Adrain Smith, Recruitment and Professional Development, Chair

Robyn Williams, Parliamentarian