
2024



UNIVERSITY OF
ARKANSAS®

International Employee Resource Group

By-Laws

Adopted



INTERNATIONAL EMPLOYEE RESOURCE GROUP BY-LAWS

These by-laws shall govern the International Employee Resource 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 International Employee Resource Group.

ARTICLE I: TITLE

Name

SECTION 1. The body shall be known as the International Employee Resource Group.

ARTICLE II: PURPOSE/MISSION

SECTION 1. Employee Resource 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, fostering community and improving retention of 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. Serve as a link connecting collaborators with University of Arkansas International faculty, staff, and students engaging in the University of Arkansas communities.

SECTION 4. Provide professional development, support, mentoring, outreach and community support for international faculty, staff, alumni and students through events assist in supporting University of Arkansas communities.

- SECTION 5.** Support the communities on campus and the community on issues related to international, equity, and inclusion.
- SECTION 6.** Partner with University of Arkansas groups on campus and across Arkansas to advocate on behalf of past, present and future international faculty, staff, students, and allies.
- SECTION 7.** Celebrate the contributions and accomplishments of international alumni, facilitate and serve the state of Arkansas.
- SECTION 8.** Address issues facing international faculty, staff, and students in order to create a diverse and inclusive environment that actively fosters respect, inclusion, and opportunities for all and promotes equal access.
- SECTION 9.** Partner with University of Arkansas communities, locally, nationally and internationally to advocate on behalf of past, present, and future alumni.
- SECTION 10.** The rules promulgated herein, shall be hereafter known as the BY-LAWS of the International Employee Resource Group (IERG).

ARTICLE III: MEMBERSHIP

Membership

- SECTION 1.** Membership is open to faculty, staff and partners 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.
 3. To vote on all proposals presented to the IERG.
 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:

1. President
2. Vice-President
3. Secretary

SECTION 3. The Executive Committee will also include the Office of Treasurer, who shall be a U of A staff member from Equal Opportunity, Compliance & Title IX.

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

Duties/Responsibilities

SECTION 1. It shall be the duty of the President 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 a staff member from Equal Opportunity, Compliance & Title IX;
3. Ensure timely distribution of information about IERG activities to University officials, and information about the University to the IERG;
4. Perform other duties as requested by the IERG.

SECTION 2. It shall be the duty of the Vice-President 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 President;

4. Perform other duties as requested by the IERG President

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 IERG;
3. Maintain a permanent file of minutes of all meetings of the IERG and of other IERG records, and make such files available to any interested person;
4. Maintain a permanent file of the attendance of all meetings of the IERG and make it available to any interested person;
5. Serve as the President person 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 Treasurer to:

1. Shall be responsible for submitting a proposed annual budget for approval by the IERG Executive Committee and the Vice-Chancellor for Diversity and Community;
2. Monitor all revenue and expenditures.

ARTICLE V: GROUP REGULATIONS

Operating Guidelines

SECTION 1. The IERG will operate under the following guidelines:

1. Assist in the recruitment and/or retention of faculty and staff upon the request and/or University officials;
2. Assist in the recruitment and/or retention of students upon the request 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. Resource groups shall be open to any employee who shares the goals and objectives of the group;
7. 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 IERG may be called by the IERG President or by designee, by notifying all IERG 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 IERG.

Correspondence

SECTION 1. The group shall maintain and disseminate information through electronic communications.

SECTION 2. Minutes of each regular and special meeting of the IERG and other IERG records shall be available, by written request, for inspection by any interested person.

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 Board, the By-laws "may be amended by mail or electronic format by a majority of members."