EMPLOYEE RESOURCE GROUP SAMPLE TEMPLATE

PREAMBLE
Consistent with the University of Texas at Dallas’ Diversity, Equity and Inclusion’s vision to be a model employer by leveraging diversity and fostering inclusion to deliver the best service to the faculty, staff, students, and community. UT Dallas’ mission and goals will involve creating a culture which values the contributions of the entire UT Dallas community and provides equal opportunity for professional development and career advancement.

UT Dallas’ Diversity, Equity and Inclusion goals include: (1) Support participation in (ERG name) and provide ______ with access to the university’s Executive Sponsors; (2) utilize _____ to assist in outreach to diverse organizations; (3) utilize ___ as advisors to strategies and outreach on hiring, retaining and promoting a diverse workforce; and (4) support mentoring programs that are sponsored by _____.

ARTICLE I: NAME
1.1 NAME
This organization shall be known as the [INSERT NAME OF EMPLOYEE RESOURCE GROUP].

ARTICLE II: MISSION
2.1 MISSION
The Mission of the _______ERG is to be a strategic partner with UT Dallas to promote a culture of diversity and inclusion through continual learning. The _______ ERG will advance the understanding and inclusion of employees with a common background, set of interests and/or goals. The vision, mission, goals, policies and activities of ________are fully aligned with those of the University of Texas at Dallas’ mission, goals, and policies.

The _______ERG will be a valuable mechanism to (1) build a culture that fosters innovation; (2) offer employees access to leadership opportunities; (3) establish programs and activities aligned with the mission of University of Texas at Dallas; (4) provide employees opportunities to develop and grow, and for managers to access innovative concepts and unique solutions to challenges faced by the university.

[ERG adds its mission statement, reflecting the purpose of the group, the work it intends to achieve, and/or the principles or beliefs that guide the ERG’s work. The statement should be limited to a paragraph.]

ARTICLE III: MEMBERSHIP
3.1 ELIGIBILITY
Membership in the ERG is available to all UT Dallas employees. The ERG shall record names and locations of all members. All members are eligible to chair committees, become candidates for elected office, and vote in ERG elections.

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ARTICLE IV: STRUCTURE AND OPERATIONS
4.1: LEADERSHIP, ROLES & RESPONSIBILITIES
The Group shall have an Executive Sponsors. This individual shall:
1. Schedule and organize meetings;
2. Work closely with the Executive Sponsors.
3. Officially represent the ERG within the University of Texas at Dallas.

4.2: Terms of Office
There are no limitations on the number of terms of office an individual may hold.

4.3: Additional Officers
The employee leader may appoint additional officers as necessary.

4.4: Nomination and Election of the Employee Leader
Section 1: Election Meeting
Elections shall be held. In the case of a resignation of the employee leader from office, a special election meeting may be held to fill the post until the end of the current term.

5.1 MEMBERSHIP MEETINGS
There shall be regular meetings of the ERG on a date and place to be designated by the Employer Leader. This meeting shall be held at a specified location and announced to members of the ERG. The ERG shall send a notice of each regular meeting to each member of the ERG.

Signature and Title of Officers: