

**GOVERNING ARTICLES OF
MARQUETTE UNIVERSITY EMPLOYEE RESOURCE GROUPS¹
*Adopted May 2020***

ARTICLE I

DEFINITION AND PURPOSE

Section 1.1 Definition. Employee Resource Groups (ERGs) are groups of employees who voluntarily come together in the workplace based on shared characteristics and concerns for the purpose of creating a more inclusive environment.

Section 1.2 Purposes. ERGs promote [Marquette's Guiding Values](#) and contribute to the [Mission of the University](#) by fostering a sense of community, increasing employee engagement, and effectively building organizational capacity. Specifically, ERGs:

- a) Serve as a vehicle for personal and career development of their members and help build professional networks
- b) Provide an opportunity for social connection, comfort and belonging for members who are demographically underrepresented in the workplace, thereby increasing morale, connection to campus, employee support and retention
- c) Share insights of the demographic groups for the purpose of positively impacting recruitment and retention of such underrepresented populations, in support of our strategic diversity, equity, and inclusion initiatives
- d) Support and engage in community outreach and volunteerism with a focus on the demographic of the ERG
- e) Promote meaningful collaborations across ERGs

Marquette University's ERGs do not meet for the purposes of discussing employee grievances or issues concerning wages, hours, or any other term or condition of employment with the university.

Section 1.3 Criteria. Groups of employees wishing to establish themselves as University ERGs must align to the spirit and purpose of the University diversity and inclusion efforts and seek approval for establishment via the [Office of Institutional Diversity and Inclusion](#).

¹ *Adapted with permission from Princeton University's August 2013 ERG Governing Articles*

ARTICLE II

GOVERNANCE

Section 2.1 General Governance. The strategy and ongoing purpose of the Employee Resource Groups shall be managed and supported centrally by the Office of Institutional Diversity and Inclusion. The focus of the Office of Institutional Diversity and Inclusion in regards to the ERGs shall be to, among other things, adopt policies and practices that govern the implementation of the purposes and mission through approved programs and services, as well as managing and overseeing the availability of adequate resources for that purpose.

- a) An overarching strategy for the ERGs shall be provided by the Office of Institutional Diversity and Inclusion, which will monitor common frameworks for all approved ERGs and facilitate organizational support, as appropriate. *The office has secured permission to adopt Princeton University's workplan for each ERG to define its goals, strategies, and outputs (see Appendix).*
- b) Each ERG will receive a small annual operating grant to support its ongoing activities, which may include social and cultural events, programming, or other activities that foster community building, enhance the visibility for diversity and inclusion at the university, and support other ERG goals. ERGs will be reimbursed by the Office of Institutional Diversity and Inclusion for expenses related to approved workplan activities up to the amount of their annual operating grant.

Section 2.2 Individual ERG Governance and Operations. Each ERG will have at least two appointed or elected leaders (Co-Chairs) who will facilitate regular touch points with ERG members, help guide the ERG's plans and activities, meet on a regular basis with the ERG Leadership Group, liaise with the Office of Institutional Diversity and Inclusion and the ERG's University Leadership Council (ULC) Liaison, be listed as a contact for the ERG on the [diversity website](#), and promote the smooth succession of leadership when their term concludes. Additional optional leaders or officers could also be appointed or elected if the ERG so chooses. Governance functions are left to the discretion of each ERG, but efforts should be made towards the most democratic process possible based on ERG participation levels.

Section 2.3 Co-Chairs' Term of Office and Elections. ERG Co-Chairs will serve their term in role for two (2) years. These leadership roles will so be put in position by the members of the ERG by a vote or the agreement of a majority of the members present at a meeting called for such purpose, or through electronic means. Each ERG may administer the appointment or election process as they see fit as long as it and the outcomes are communicated to the membership.

- a) Additional terms are allowed on agreement or election by the ERG members, but in the spirit of shared governance, a good-faith effort must be made by

incumbent Co-Chairs to identify other actively engaged members who may be interested in taking on a leadership role.

- b) It is recommended, but not necessary, to stagger terms to provide for some continuity in ERG leadership.

Section 2.4 Resignation. An ERG Co-Chair may resign their post at any time by delivering a written resignation to the Office of Institutional Diversity and Inclusion. Expedited effort should be made to fill any vacancy created through resignation.

Section 2.5 ERG Leadership Meetings. The Office of Institutional Diversity and Inclusion will arrange for regular meetings with ERG Co-Chairs on at least a quarterly basis for, among other purposes, the review of ERG priorities and activities, coordination of efforts where appropriate, and information sharing.

Section 2.6 Special Meetings. Special or additional meetings of the ERG Co-Chairs may be called by the Co-Chairs themselves and/or by the Office of Institutional Diversity and Inclusion as necessary.

Section 2.7 Committees. Each ERG may establish ad hoc committees appointed by the ERG Co-Chairs and comprised of members of the ERG who volunteer to serve in such a capacity as to assist the ERG Co-Chairs with the support and organization of the ERG and its activities. These are not term positions. ERGs are encouraged to allow for movement in these roles so that members can share in the responsibilities and the ERG can make use of the individual talents that members bring.

Section 2.8 ULC Liaisons. Each ERG should add a Liaison in the [University Leadership Council \(ULC\)](#) whose experience, knowledge, expertise, influence and ability to advocate on behalf of the group, make their participation and guidance valuable to the ERG members and to the ERG's purpose and mission. Note that the Liaison has no administrative oversight or authority relative to the ERG; rather, the Liaison agrees to serve in a supportive role, providing advice and representing group interests to the ULC as appropriate. Coordination of ULC Liaisons shall be organized by ERG Co-Chairs in conjunction and consultation with the Office of Institutional Diversity and Inclusion.

Section 2.9 Calendar. The ERG shall generally function according to the academic and fiscal calendars, with appointments and elections happening at necessary years in or close to April, leadership transitions and ERG planning for the year taking place over the summer months of May-August, and commencement of annual activity in September and lasting until May. These guidelines are flexible to meet the unique needs of each ERG, but variations from this calendar should be made in consultation with the Office of Institutional Diversity and Inclusion.

Section 2.10 Work Plans. Specific activities and plans for each ERG shall be created by the ERGs and shall be shared with the Office of Institutional Diversity and Inclusion by

September 1 of each year using the template in the appendix. These work plans have four main components: (1) employee engagement, (2) contributions to professional development or retention, (3) support for recruitment, and (4) community outreach (whether within or outside of the Marquette community). The Office of Institutional Diversity and Inclusion shall assist with the creation of plans for the ERGs as needed.

Section 2.11 Maintenance of ERG Status. ERGs must communicate current leadership roles and workplans to the Office of Institutional Diversity and Inclusion by September 1 of each year in order to maintain ERG status. ERGs that fall inactive or fail to communicate with the Office of Institutional Diversity and Inclusion in a timely fashion will need to seek re-approval from the Office.

ARTICLE III

MEMBERSHIP/PARTICIPATION

Section 3.1 Membership. ERG Membership is open to all whose primary role at Marquette is as an employee. Effort to communicate ERG existence to members of the ERG's demographic focus will be primary. Diverse representation, however, can and should be encouraged. *Graduate students who are employed through a graduate or teaching assistantship are not eligible to become ERG members.*

Section 3.2 Regular Meetings. In addition to events or activities, regular meetings of the ERGs to manage ERG business, make decisions, communicate, plan for the next year, etc., may be held as the group deems fit. The ERG Leaders shall be responsible for planning and coordinating the meetings.

- a) These meetings are in addition to special activities or events planned by and/or for the ERG.
- b) The ERG Leaders will notify members via electronic transmission of meeting dates and times.
- c) Members are expected to attend as their professional and personal schedules allow. Regular attendance is highly encouraged. ERG members who are non-exempt/hourly employees are required to secure their manager's approval to attend ERG meetings during their scheduled work hours.

ARTICLE IV

RULES

Section 4.1 Rules. Each ERG may adopt rules for its own governance not inconsistent with these Governing Articles.

APPENDIX: WORK PLAN TEMPLATE

Goals	Strategies	Outputs/Activities for the year
<p>Employee Engagement: Focus on continual involvement of employees, their commitment to and satisfaction with their work and environment as envisioned in Marquette’s strategic planning theme, “A Culture of Inclusion”</p>		
<p>Professional Development/Retention: Provide opportunities for personal growth and professional advancement that serve to enhance employees’ contributions to the University.</p>		
<p>Recruitment: Source for assisting in attracting new employees to Marquette in support of “an inclusive, diverse community that fosters new opportunities, partnerships, collaboration and vigorous yet respectful debate.” *</p>		
<p>Community Outreach: Engage externally with Marquette and Milwaukee-area communities as “servant leaders with a commitment to the Jesuit tradition and Catholic social teaching for all people, beliefs and faith traditions” * as also envisioned in Marquette’s strategic planning theme, “Social Responsibility through Community Engagement”</p>		

Adapted with permission from Princeton University – ERG FY2016 Workplan

**Marquette University Guiding Values*