**Native American Serving Non-Tribal Institution Employee Resource Group (NASNTI ERG) Bylaws**

**ARTICLE I: Purpose**

VISION: Ideate and enact a robust array of initiatives so that UTA is recognized as the premier Native American-Serving Nontribal Institution (NASNTI) in the state of Texas for Native American and Indigenous students, alongside faculty and staff committed to the development of student scholars.

MISSION: To provide a safe and welcoming space to further the education of Native American and Indigenous students by continuously building a robust community of Native American and Indigenous faculty, staff, students, and allies who are committed to the development of faculty and student scholars.

OBJECTIVES:

1. For UT Arlington to meet the eligibility requirements set forth by the U.S. Department of Education and become recognized as the first Native American-Serving Nontribal Institution (NASNTI) in the state of Texas within five years, and to emerge as the destination institution for Native American and Indigenous students and scholars in our state.

Goals:

1. Assist in the collection and analysis of data related to Native American and Indigenous *undergraduate student enrollment* to meet the 10% requirement.
2. Generate ideas for increasing our Native American and Indigenous *faculty and staff* by 10% and assist in recruitment efforts.
3. Coordinate creation of a public-facing dashboard for easy-access to relevant data:
   1. Native American and Indigenous undergraduate student enrollment
   2. Native American and Indigenous undergraduate graduation
   3. Native American and Indigenous faculty and staff employment.

2. Expand our capacity to serve Indigenous scholars and students and low-income individuals.

Goals:

1. Support the development of an academic center focused on Indigenous and Native American studies, which will focus on faculty development and fellowships, curriculum development and academic instruction, academic tutoring and counseling services, and providing a forum for community engagement.
2. Create student chapters of professional organizations to support Native Students and faculty in specific academic disciplines, such as AISES (American Indian Science and Engineering Society).
3. Continue support of Indigenous Peoples’ Day and other events to build awareness of the contemporary presence of Indigenous communities.
4. Foster strong allyship by actively encouraging the lifelong process of building and nurturing supportive relationships with Native American and Indigenous communities.
5. Ongoing stewardship and development of the Land Acknowledgment Courtyard.
6. Support and/or implement cultural presentations, exhibitions, and programming as part of the above initiatives and/or other initiatives.

**ARTICLE II: Membership**

*Section 1. Voting Members*

Active voting members will be faculty and staff who attend meetings regularly. Voting members will constitute the majority of the committee present at meetings wherein votes are taken.

*Section 2. Resignations and Removal*

Any ERG member of the Leadership Team may resign at any time by giving written notice to the co-Chairs. Resignation will take effect upon receipt of the letter. Acceptance of resignation will not be necessary to make it effective.

Any ERG member, including members of the Leadership Team, may be removed from the ERG for not adhering to the code of conduct. A Leadership Team member may also be removed from a leadership position for not fulfilling the office's responsibilities.

**ARTICLE III: Officers**

The leadership structure of the NASNTI ERG is comprised of Co-Chairs as well as a Secretary. This cohort is called the Leadership Team. Each Co-Chair will be elected in alternating years.

Co-Chairs

The Co-Chairs shall ensure that ERG meetings align with the vision, mission, and strategic direction of the ERG. They shall work closely with the Secretary and Leadership Team to establish meeting agendas and provide structure for the meetings. The Co-Chairs shall act as the facilitators of the meetings, appoint Co-Chairs for any initiative or project, and address any issues raised by the ERG.

Past Chair(s)

A Past Chair can serve in an advisory role on the current Leadership Team to provide continuity.

Secretary

The Co-Chairs will request a volunteer to serve as the Secretary on an annual basis. The Secretary's duties include keeping the records of the ERG minutes and actions of the meetings, maintaining a list of committee members, and sending out meeting announcements and other communications.

Other positions

Additional roles may also be created based on the needs of the ERG (e.g., social media coordinator,

treasurer, etc.). Consecutive years of service are permitted for roles that support the Leadership Team.

**ARTICLE IV: Meetings and Notices**

The NASNTI ERG will meet regularly, at an agreed upon location (online or face-to-face). The ERG may offer virtual attendance options for participants who are outside of the region and/or off-site through Microsoft Teams or similar software.

*Section 1. Time of Meetings*

The date and time to be determined by the Leadership Team to meet the needs of the greatest number of members.

*Section 2. Special Meetings*

Special meetings may be called by the Leadership Team as deemed necessary.

*Section 3. Attendance*

The Co-Chair(s) will monitor the attendance of Leadership Team members to ensure that they regularly participate. A record of attendance will be maintained via a sign-in sheet and/or in all ERG meetings' minutes.

*Section 4. Order*

The Leadership Team will determine for any given vote whether the number of members assembled is appropriate to conduct a vote. If the Leadership Team determines that an insufficient number of members are present for a significant vote, they can ask absent members to submit votes via email or other correspondence.

**ARTICLE V: Election and Nominations**

Any member of the ERG can nominate another member or self-nominate for leadership positions. Unexpected vacancies of leadership positions will be filled through appointments made by the Leadership Team.

**ARTICLE VI: Leadership Requirements**

Members of the Leadership Team of the NASNTI ERG must:

* Dedicate time and effort to ensure the success of the ERG.
* Be solely responsible for ensuring they are in good standing with their manager, e.g., cannot be on any type of oral or written performance improvement plan and cannot have received any disciplinary action within 1 year of assuming a leadership role or while holding a leadership role.
* Be able to dedicate additional time to the work of the ERG.
* Attend scheduled UTA Office of TCE Belonging and Engagement Council meetings, if possible given other time commitments.

**ARTICLE VII: Funding**

The funding of an ERG is contingent on availability of funds through TCE and external funding sources.

**ARTICLE VIII: Employee Participation**

Participation in the NASNTI ERG is completely voluntary and is open to all employees, including interns/student workers, trainees, and temporary employees. All employees are expected to prioritize their job responsibilities over ERG participation; it is expected that employees will use good judgment as it relates to their ability to meet work commitments/deadlines and ensure that their participation in the ERG does not interfere with their job responsibilities.

With manager approval, employees may use paid work time to attend ERG meetings which align directly with their normal job duties, and ERG-sponsored professional development events which occur during the employee’s normal work schedule. Exempt employees are never eligible for overtime for ERG participation.

Participation in any type of the ERG’s activities outside of an employee’s normal work schedule is always unpaid unless the employee is non-exempt and attendance at the activity is assigned by the employee’s manager or attendance at the event is otherwise directly related to the employee’s normal job duties. In addition, employees cannot use paid work time to participate in ERG-related community service activities, charitable events, or social events. However, for such events that occur during the employee’s normal work schedule, employees may use accrued vacation or accumulated compensatory time. Employees should consult with their managers if they have questions about whether time spent in an activity or event will be considered work time.

**ARTICLE IX: Events and Communication**

The NASNTI ERG will create performance measures and tracking goals. The ERG will maintain a shared digital platform such as Microsoft Teams. Communication vehicles and frequency will be determined as needed by the Leadership Team. All ERG printed materials will follow UTA’s branding guidelines and the University’s specific templates where applicable. The ERG will refer all inquiries from external media outlets/press to the UTA Marketing, Messaging, and Engagement department. The ERG will ensure that activities are prohibited if they conflict with respectful workplace objectives, statewide policies, the State Code of Ethics, or law.

The ERG will contact the Office of TCE Belonging and Engagement to request additional support to market and promote special events, meetings, and activities by contacting beuta@uta.edu at least three weeks prior to the date of the event.

**ARTICLE X: Dissolutions/Resolutions/Removals**

The NASNTI ERG is subject to the rights of the University and TCE to dissolve the ERG at any time or remove unsatisfactory Leadership Team members or participants for reasonable cause. TCE will communicate any prospective dissolution to the ERG Co-Chairs and Leadership Team. The Leadership Team will have the opportunity to provide feedback before final steps are taken.

**ARTICLE XI: Amendment of Bylaws**

These bylaws can be amended only by the full Leadership Team, at any regularly scheduled meeting, provided that all members of the Leadership Team have been able to review the amendment before sharing with the general membership. Approval will require an affirmative vote of a majority of the voting membership of the full Leadership Team.

The ERG is subject to the right of the Office of TCE Belonging and Engagement to change these bylaws at any time and will communicate any changes to the ERG Co-Chairs and Leadership Team. The Leadership Team will have the opportunity to provide feedback on the bylaw change. The ERG will comply with any changes within the identified timelines.

**ARTICLE XII: Code of Conduct**

Employees who participate in the ERG must conduct themselves in the following manner:

* In an honest and ethical manner, and
* In compliance with all applicable laws, policies, and rules.