**Sample Bylaws: [This is only a sample]**

**Article 1—Name of Group**

Members of this Employee Resource Group (ERG) have agreed that its name shall be Staff and Faculty Working Together for Work-Life Balance.

**Article 2—Mission and Objectives**

**Section 1**. The mission of the Staff and Faculty Working Tog

ether for Work-Life Balance Group (Group) is to foster a culture that bridges the gap between UMB staff and faculty who are interested in issues related to healthy work-life balance.

**Section 2.** The Staff and Faculty Working Together for Work-Life Balance has three primary goals/objectives.

Goals/Objectives are:

1. Create an environment at UMB where work-life balance is encouraged.
2. To cultivate a culture of inclusion through meetings and events and collaboration between staff and faculty to increase the health and well-being of the UMB community.
3. Contribute to the well-being of staff and faculty across the institution through information campaigns.

**Article 3—Meetings**

**Section 1.** Annual Meeting: The Group will hold an annual meeting to elect officers for the upcoming academic year. The meeting will be scheduled and announced at least \_\_\_\_weeks before the election.

**Section 2.** Regular Meetings: The Group will meet \_\_\_\_\_\_\_\_(monthly, bimonthly, etc.) at a time and date set and agreed upon by the Group’s leadership with consideration of member’s availability and attempt to schedule to ensure participation. All official meetings should be communicated at least seven days in advance. At least six members must be present to have a quorum for meetings.

**Section 3.** Minutes: The group secretary is responsible for documenting all formal business of the meeting. Meeting minutes must be sent to all members within fourteen days of the meeting and approved at the next meeting.

**Article 4—Officers**

**Section 1.** Leadership: The Staff and Faculty Working Together for Work-Life Balance shall have a Chair, Vice Chair, Secretary, and Treasurer. Each Officer must be an active member of the ERG. Individuals can serve up to two consecutive one-year terms as Chair or Vice Chair. All officers must be in good standing and be staff or faculty members of UMB at the time of election.

**Section 2.** Chair. The Chair shall preside over ERG meetings and be the official liaison between the Group and other University entities. Based on members' approved nominations, the Chair shall have the final approval of all leaders of special committees. The Chair will represent the Staff and Faculty Working Together for Work-Life Balance at university-wide events, programs, and meetings.

**Section 3.** Vice-Chair. The Vice-Chair shall support the Chair in presiding over the ERG meetings and will represent the ERG in the Chair's absence.

**Section 4.** Secretary. The Secretary will record, maintain, and distribute minutes for each Group meeting. The Secretary manages administrative paperwork related to the ERG and will serve as the Vice President when needed.

**Section 5.** Participation. ERG officers are the executive board for the Group and are required to attend bi-monthly meetings. The executive board is authorized to carry out the provisions of these bylaws and spend funding as agreed by the Group's members. Officers who miss three (3) consecutive meetings without the Chair's approval must step down from that role. A majority vote of active members can remove officers.

**Article 5—Repository**

**Section 1.** All documents will be stored in a TEAMS created for the Group to preserve historical group information if/when leadership changes or leaves the University of Maryland, Baltimore. All members of the Group must have access to TEAMS.

**Article 6—Conflict**

**Section 1.** The Group will abide by the norms document that outlines roles, responsibilities, and conflict management.

**Article 6—Membership and Elections**

**Section 1.** Membership in the Staff and Faculty Working Together for Work-Life Balance is open to all UMB staff or faculty committed to the Group's objectives. To maintain active membership, staff and faculty must attend at least 75% of the meetings.

**Article 7—Core Values**

**Section 1.** The leadership and activities of the Group will be aligned with UMB’s Core Values.

**RATIFIED ON** Month Day, and Year