

University Resource Groups By Laws

Resource Groups

Resource Groups (RGs) are employee-led groups that support the University and Medical Center Diversity, Equity and Inclusion (DE&I) strategies by impacting recruitment, retention, talent development, and the community.

Purpose

Resource Groups connect members of the campus community with each other; advance and support the mission of the University and Medical Center's DE&I initiatives; and establish mutually beneficial relationships between the workforce, members of the RG, patients and families, and the communities we serve. RGs facilitate the achievement of our business goals and objectives by promoting safe spaces in which members of our workforce can connect with and support one another, participate in professional development, recognize achievements, and make recommendations for workplace improvements.

Resource Groups are intended to move Diversity, Equity and Inclusion initiatives forward by making recommendations that impact the workplace and the customers and communities we live in, while encouraging the continuous learning that's needed for everyone to thrive in an increasingly multicultural and diverse business environment.

The Resource Group Steering Committee ensures activities of RGs align with University and Medical Center strategic goals and ensures operations and policies outlined in the bylaws are consistently enforced.

While RGs are encouraged to engage in activities designed to support and improve employee and student recruitment and retention, they are not held accountable for meeting goals or metrics related to recruitment and retention.

Governance and Support

HR Talent Analytics

Talent Analytics will maintain the structure and framework for RGs. Responsibilities include:

- The first point of contact for emerging RGs. In addition, established RGs will be assigned a Liaison from the RGSC
- Actively supporting the RGs goals
- Reviewing and recommending RG application requests to send to the Resource Group Steering Committee
- Preparing materials for submission and approval by the Resource Group Steering Committee
- Partnering with RG members to identify RG leadership and oversee appointment terms
- Reviewing and approving budget expenses

- Approving the annual allocation of financial resources
- Facilitating institutional support
- Developing strategic RG operations policies

Resource Group Steering Committee

The Resource Group Steering Committee will set the strategic direction for RGs and champion their initiatives. Responsibilities include:

- Actively supporting the RGs goals
- Approving RG governance policies
- Linking resource group leaders to strategic DE&I initiatives that support organizational goals
- Final approval for RG application requests

Leadership Roles within the Resource Groups

Executive Champion

Each RG will ordinarily have an Executive Champion who is a Vice President, faculty member or senior leader of the University or the Medical Center. Champions will support the RG by:

- Serving as a liaison between the RG and upper-level management and leadership
- Promoting and advocating the RG's programs and activities
- Mentoring and counseling the RG
- Exploring funding and resource options
- Holding the RG accountable to its objectives

Establishing Resource Groups:

Application Process:

All prospective Resource Groups must submit an application for review and approval in order to attain formal recognition of the group. Please submit questions or a completed application to cicelya@uchicago.edu.

Approval Process:

HR Talent Analytics will review the application, ensure that it's complete, and provide a recommendation to the RG Steering Committee. The Resource Group Steering Committee has the authority to approve or reject all applications. If the application is rejected, the rationale for that rejection and guidance for improving the application will be provided. Once approved, the group will be registered as an official Resource Group and listed on the appropriate web sites. Official approval and recognition of RG status is required prior to soliciting recruitment of members or holding regular Resource Group meetings.

- Approval of new Resource Groups is conditional upon the enlistment of a minimum of 10 members within the first two months of the RG establishment (*after approval from RGSC*).
- RGs will not be eligible for budgetary funds support for their AOP until a roster with a minimum of 10 member names are submitted for review and approval.

Annual Operating Plan:

RG's will actively collaborate with the Executive Champion to develop an Annual Operating Plan (AOP) that articulates the goals, objectives, proposed budget, desired outcomes and tactics for meeting these goals. There will be limited funds available to support initiatives that promote DE&I in our work environment and to advance the business mission.

The Resource Group Steering Committee will provide guidance on the availability of financial resources. Each RG will be accountable for adhering to its plan. All groups are accountable to the Resource Group Steering Committee on the use of these funds.

Reporting

RGs are expected to submit quarterly, activity and planning updates to their Executive Champion. The report for the 4th quarter of the fiscal year should not only update on activities in the most recent quarter but should also briefly relay all activities which occurred throughout the fiscal year. The planning section should indicate plans for the forthcoming fiscal year. In addition to submission to the Executive Champion, the 4th quarter summary report should also be submitted to HR Talent Analytics, via cicelya@uchicago.edu.

Funding:

Upon submission of a budget identifying the specific uses for any requested funds, the Resource Group Steering Committee will review and approve funding for initiatives of the RG Annual Operating Plan. The process of establishing funding for RG activities will occur during the fiscal year budget planning. RGs must track and report the funds spent as well as what was accomplished, and submit in the 4th quarter report.

Open Membership:

Each recognized RG must be open to any and all employees and students of the University of Chicago Medicine (UCM) and University of Chicago regardless of all attributes that make each person unique and cannot exclude any member of UCM or the University from its activities. Specifically, RGs may not limit participation to any race, gender, sexual orientation, age, veteran status, ethnicity or other protected classification.

Elections:

Each RG will have a leadership team that consists of a Chair, Vice-Chair and RG Coordinator, at a minimum. Elections must occur within the fiscal year of the date of establishment of the RG. In instances where only one individual is nominated for each position, the election can be foregone, and the nominated individual will assume the role. The same individual may not be both a Chair and Vice-Chair. But either the Chair or Vice-Chair may also assume the role of RG Coordinator.

Timeframe

Announcement of the annual election will be emailed to all general body members at least two weeks prior to the election. The announcement shall indicate the offices that are available and the rules to be followed during the election. This will include eligibility, offices open, and responsibilities. Each employee interested in running for an office is required to submit a nomination form. In the event of a vacancy, elections shall be held within eight weeks.

Terms

Officers will serve for a one-year term but may be re-elected for subsequent terms. The outgoing Officer shall serve in an advisory role for three months. It is highly recommended that elected officers have at least two years tenure at the University of Chicago or University of Chicago Medicine. The Executive Champion will serve for a one-year term but can be renewed for additional year(s) during the annual election and officer selection event.

RG Operating Guidelines:

1. Members must be employed by or students of the University of Chicago Medicine or the University of Chicago.
2. Regular general body meetings will be held monthly, unless otherwise scheduled by the Chair. Meetings may be held before or after work. Meetings may also be held during the workday but must be on the employee's time (i.e. lunch hour). Within the first three months of establishment, a new RG's leadership must work with their Executive Champion to:
 - a. Create the RG AOP, to include: annual goals, objectives, reporting metrics and budget (if applicable)
 - b. Establish meeting dates and locations for the entire year
3. Membership in an Employee Resource Group is entirely voluntary. Members of the group may not pressure anyone to join.
4. If an existing Resource wishes to dissolve and is no longer active, please contact HR Talent Analytics for process and steps to properly proceed.
5. Resource Groups are encouraged to promote their activities within the university setting. Marketing and communications materials and activities must follow all applicable and established organizational policies and procedures to uphold the enterprise's values and brand reputation.

General questions about Resource Groups or the By-laws can be directed to Cicely Anderson in HR Talent Analytics at cicelya@uchicago.edu.