

Sam Houston State University
A Member of The Texas State

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- ii the process to join;
 - iii the number of planned meetings per semester;
 - iv member roles and responsibilities;
 - v the decision-making process;
 - vi plan for communications and advertising ERG sponsored activities and events; and
 - vii how ERG leaders will be selected in subsequent years, including timing and notification of the selection.
- h. Budget – ERG budgets should be submitted to the Director of Title IX and Discrimination Resolution at the beginning of each academic year and must include:
- 1) specific planned costs of materials, programs and activities; and
 - 2) how any monies collected will be used within the organization.

3. Documentation

Each ERG must keep, for a minimum of one year, agendas and meeting minutes and agree to transfer documentation within 30 days of a change in leadership.

4. Maintenance of ERGs

Each established ERG will be reviewed annually, at the beginning of the academic year, and is subject to the approval of the Executive Sponsor.

5. Dissolution of ERGs