

**Notre Dame Staff of International Descent (NDSID)**  
**Employee Resource Group**  
Updated May 2021

**VISION STATEMENT**

Notre Dame Staff of International Descent (NDSID) is an employee resource group focused on providing cultural, social, and intellectual activities for ND international staff, faculty, and the University at large, as well as providing opportunities for its members to expand their social networks and help improve their Notre Dame experience.

**ARTICLE I - OFFICIAL NAME**

The official name is Notre Dame Staff of International Descent (NDSID) employee resource group.

**ARTICLE II - GROUP MISSION AND GOALS**

**MISSION**

Our mission is to serve as a resource in providing cultural, social, and intellectual activities that help create a more comfortable and inviting experience for Notre Dame staff and faculty of international descent. This mission supports and fosters the University of Notre Dame's commitment to diversity and inclusion.

**GOALS**

Our goals are three-pronged:

1. **Cultural** - Hosting cultural events that promote interactions between people of diverse backgrounds
  - a. Ex: Create opportunities for members to share their customs, traditions, food, dress, music, and other cultural artifacts with one another and with the University at large
2. **Social** - Promoting and supporting key diversity and inclusion initiatives and social activities that recognize and leverage members of international staff and faculty, as well as community at large
  - a. Ex: Organize receptions 2x/year for members and the University at large to meet and greet
  - b. Ex: Organize quarterly happy hours for members and their guests to socialize
  - c. ex: Organize monthly potluck dinners for members and their guests to socialize

3. **Intellectual** - Supporting the University's recruitment, development, and educational opportunities for international staff and faculty by providing/promoting professional development workshops and other opportunities
  - a. Ex: Provide educational and discussion opportunities to promote understanding the diversity of ethnic and cultural backgrounds
  - b. Ex: Organize networking activities to build, expand, and foster professional relationships

**ARTICLE III - PARTICIPATION**

Membership is open to all Notre Dame staff, faculty, and administrators, including regular full-time, part-time, hourly, and salaried employees, who are committed to accomplishing the objectives of NDSID. Members must meet and maintain the following eligibility requirements:

**CRITERIA**

- Members must be employed by "University of Notre Dame".
- Membership is open to all "Notre Dame" employees interested in interacting with and supporting international staff at Notre Dame.
- Membership in good standing as determined by attending at least 80% of fiscal year events

**LEADERSHIP**

- NDSID leadership will be determined by members. Leadership terms will be the duration of 12 months beginning with the new academic year on July 1st and ending on June 30th.

**CONFIDENTIALITY**

- Opinions, experiences, and ideas shared by members of NDSID during meetings or related activities and any records thereof, shall be held in confidence and such records shall remain the sole and exclusive property of "University of Notre Dame."

**ARTICLE IV - MEETINGS**

**FREQUENCY**

NDSID leadership team meetings will be held once a month. Subcommittee meetings will be held as determined by subcommittee chairs. Steering committee members shall be invited to attend the leadership team meetings on a quarterly basis.

**ATTENDANCE**

Committee leadership and members are required to attend Committee meetings until such time as Committee sponsored event/activity is completed; all other members are encouraged to attend NDSID meetings, events, and other activities.

## **ARTICLE V - FUNDING**

Some funding will be provided by Human Resources. Additional funding may be developed through fundraisers, dues, other departments donating funds, etc.

## **ARTICLE VI - COMMITTEES**

### **EVENTS & PROFESSIONAL DEVELOPMENT**

- Will identify and coordinate ongoing initiatives relating to learning and professional development opportunities for members
- Will schedule, plan, and manage social and cultural events for members

### **COMMUNICATION AND OUTREACH**

- Will be main point of communication/information dissemination to group
- Will identify and/or create networking opportunities for members
- Will provide outreach (including volunteering/community service) activities to various constituent groups across campus to ensure participation and representation

These committees may be adapted, modified or eliminated at some future date, and new Committees should be created as NDSID begins to fulfill its overall objectives and as newly identified international issues surface.

## **ARTICLE VII - ROLES AND RESPONSIBILITIES\***

NDSID shall have a President, Vice-President, Secretary/Treasurer, and Archivist/Historian, each of whom shall be a Member of NDSID. No Member shall serve more than three (3) successive one (1) year terms in the office of the President or in the office of Vice-President, but any time spent in either such office shall not apply to the time that may be spent in the other such office. All officers shall be employed in good standing at the time of election. Employment in good standing shall be deemed to mean the individual is not then under documented progressive discipline.

- **PRESIDENT** - The President must be a NDSID member in good standing. Must be in attendance of, and runs group meetings. President also encourages and establishes policies (as needed) and activities in agreement with the objectives of NDSID. He/she functions as the main representative of NDSID in

business-relevant situations, communicates NDSID's achievement and helps ensure individual accountability, and maintains the team spirit and helps ensure that all voices are heard.

- **VICE-PRESIDENT** - The Vice-President must be a NDSID member in good standing. The Vice-President shall act as second in command and provide support to the President and NDSID. In the event the President is unable to serve the entire one-year term, the Vice-President will succeed to the position of President for the then remaining period of the term.
- **SECRETARY/TREASURER** - The Secretary must be a NDSID member in good standing. The Secretary will generate the minutes of each group meeting held which minutes shall inform the members of NDSID regarding all planned activities. The Secretary will also be responsible for the sending of notices and maintenance of membership records (e.g., member names, office addresses, office phone numbers, and email addresses). The Secretary shall also collect any agreed upon dues and oversee their use for group expenses.
- **ARCHIVIST/HISTORIAN**: The archivist is responsible for building, documenting, and maintaining NDSID's history and artifacts for future reference.

NDSID will have an executive sponsor, who is its HR liaison. The Sponsor will play a key role in guiding NDSID, helping answer University/policy-related questions, and overall advocating on its behalf.

\*For further information about roles and responsibilities within the NDSID leadership team, please reference the [NDSID\\_ERG\\_Role\\_Descriptions](#) document.

### **ELECTION, TENURE, AND REMOVAL OF GROUP OFFICERS**

The election of officers shall be held during the Spring term of the academic year. A Nominating Committee shall be convened which shall consist of the current President and members of the current leadership and steering committee. The committee will advertise and receive self-nominations for all open positions, execute a vote, and extend offers by June 15th for the following academic year.