

**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**