



Early Career Resource Group

Charter (adopted 12/6/24)

Article I: Name

The name of the group shall be “Early Career Resource Group”, hereinafter called “ECRG”.

Article II: Purpose

Vision: ECRG envisions a Lab inspired and enriched by a thriving early-career workforce.

Mission: ECRG supports and encourages the growth and development of the early-career demographic at BNL.

Goals:

- Coordinate professional and social networking events to help build an early-career community and foster retention
- Help integrate new hires into the Lab community
- Discuss issues of relevance to the early-career community and represent its interests to Lab leadership
- Develop talent by promoting professional growth and facilitating knowledge transfer
- Engage with students in the wider community to support the Lab's efforts to enhance the talent pipeline

Article III: Membership

Membership is open to anyone with a BNL network account and site access. The right to vote is reserved for members of ECRG.

Article IV: Leadership Team

1. The Leadership Team will consist of the co-chairs, secretary(s), and treasurer(s), as well as any other roles as determined by the Leadership Team. Members of the Leadership Team shall have voting rights at Leadership Team meetings.
2. The members of the Leadership Team shall conduct the affairs of the club.
3. The Leadership Team members' term shall be for two years. They may be reelected for a second full term in the same or another role via the usual process for elections detailed below. The Leadership Team may approve a transition period of up to six months if no candidates are found for a position or to assist with onboarding. Leadership Team members are limited to two terms over the entirety of their career.
4. The general ECRG membership shall be notified of open positions with nominations accepted for at least two weeks. In case of a single candidate for a role, the Leadership Team may elect that candidate by a majority vote greater than $\frac{3}{4}$ of those voting, excluding abstentions. In case of multiple candidates for a role, the position will be determined by plurality vote of the ECRG membership.
5. The Leadership Team may elect Advisors, who do not have voting rights at Leadership Team meetings. Their term will last one year, and they may be reelected by the Leadership Team. There is no total time limit to how long they may serve in this role.
6. The Leadership Team will serve without additional remuneration.

Article V: Leadership Team Duties

Duties of the Leadership Team:

1. Formulate the policies, rules and regulations of the group to conform to the Charter.
2. Elect members to the Leadership Team if a vote of the general membership is not required.
3. Provide input to the annual budget for the club.
4. Attend to all business not otherwise specified in the Charter.
5. Responsible for calling meetings and organizing and helping with events.
6. Attend at least half the scheduled Leadership Team meetings in a year.

Duties of the Co-chairs:

1. Preside at all meetings of the group and the Leadership Team.
2. Understand and communicate the interests, concerns, wants, and needs of the early career demographic at BNL to senior leadership. Serve as official representatives of ECRG.
3. Issue and approve all reports as required.
4. See that the Charter is enforced.
5. Approve expenditures authorized by the Leadership Team.
6. Define high-level annual goals for ECRG.
7. Propose and guide the development and implementation of initiatives that promote the values for which ECRG stands.

Duties of the Secretary:

1. Facilitate the creation of a meeting agenda for each team meeting

2. Track status of action items and action owners
3. Record and archive meeting minutes.
4. Track the progress of the group's annual goals.
5. Keep attendance at meetings and ascertain if a quorum is present (see Meetings article).

Duties of the Treasurer:

1. Establish, maintain, and balance an ECRG bank account. Track purchases against annual budget to prevent overspend.
2. Provide regular updates to the ECRG Leadership Team on the funds in the account.
3. Maintain itemized records of cost breakdowns for events and purchases.
4. Compile budget requests.
5. Work with the DEI office and various lab offices to obtain reimbursement for purchases.
6. Enforce expenditure authorizations depending on the availability of funds within the allocations of the individual annual budgets.

Duties of Advisors:

1. Attend at least one Leadership Team meeting a month on average.
2. Hold the Leadership Team accountable for upholding the Charter.
3. Inform the Leadership Team in case of shortcomings in governance.
4. Provide general advice to the Leadership Team when solicited and whenever they see fit.
5. Nominate candidates for Leadership Team roles.

Article VI: Special Committees

The Co-chairs shall appoint a committee chairperson as the need arises, subject to majority approval of the Leadership Team.

Article VII: Meetings

1. The Leadership Team will meet regularly, at least once a month. Leadership Team members are expected to attend at least half the scheduled Leadership Team meetings in a year, with the exception of extenuating circumstances. At least half of the voting members of the Leadership Team must be present to form a quorum.
2. Information sessions will be held regularly throughout the year to convey information to the general membership and provide an opportunity for feedback.

Article VIII: Amendments

1. This Charter may be amended by a majority vote greater than $\frac{3}{4}$ of those ECRG members voting, excluding abstentions, with at least ten members present, provided notice of the proposed amendment has been given at least two weeks in advance. The Charter may also

be amended by online vote with the same requirements as above, with the ballot being left open for at least two weeks.

2. No amendment of this Charter that would require substantial reorganization or dissolution shall be made except by a majority vote greater than $\frac{3}{4}$ of those ECRG members voting, excluding abstentions, in a newly assembled meeting with at least twenty members being present, provided notice of the proposal amendment was emailed 30 days prior to meeting to each member. The Charter may also be amended by online vote with the same requirements as above, with the ballot being left open for at least two weeks.