

## ERWG Constitution

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### ARTICLE I: NAME

The name of this organization shall be the Emergency Response Working Group for University Collections and Records.

### ARTICLE II: MISSION

The mission of the Emergency Response Working Group for University Collections and Records (ERWG) is to coordinate emergency preparedness planning, response operations, and recovery activities among administrative and academic units that manage collections of objects and records of importance and value to the University of Delaware. ERWG stands as a means of cooperation among those units before, during, and after emergencies, as a liaison between its participants and supporting and advisory units, and as a collective representation to the University administration for the emergency preparedness needs of its constituents.

To accomplish its mission, ERWG will identify and secure appropriate emergency management resources drawn both from within and outside of the university community, and will conduct collaborative activities intended to coordinate and test preparedness planning, emergency response and recovery planning efforts among the participating units. These activities are intended to be both preventive and restorative, providing a means for mitigating risks to the collections and records of the University of Delaware, and facilitating restoration in the wake of emergency situations.

### ARTICLE III: MEMBERSHIP

The membership of ERWG shall consist of representatives from the following University units:

- Anthropology
- Art Conservation
- Art History
- Center for Historic Architecture and Design
- Delaware Center for Teacher Education
- Disaster Research Center
- Fashion and Apparel Studies
- History Media Center
- Human Resources
- Information Technologies-University Media Services
- Information Technologies-User Services
- Library
- Music
- Occupational Health and Safety
- Procurement Services
- Public Relations-Photographic Services
- Public Safety
- Risk Management
- Supporting Services
- University Archives and Records Management
- University Museums

Hereinafter, these units are referred to as member units.

Member units should designate representatives from among their personnel to attend general meetings. General meetings are open to all personnel from any member unit. Notice should be provided to the executive officers by personnel interested in attending general meetings to which they did not receive an invitation. For the purposes of voting, all personnel from any given member unit are considered as one vote.

Units may be added to ERWG upon receipt of approval from the executive officers and the advisory group. Applications to be admitted to ERWG should be submitted in writing to the executive officers.

#### ARTICLE IV: ORGANIZATION

The following officers shall constitute the executive authority of ERWG:

- chair
- vice chair
- secretary

All officers serve terms of two years. Chairs and vice chairs are elected by simple majority vote of member units. Secretaries are appointed by chairs. Elections for chairs and vice chairs are held during alternate years. Secretaries serve concurrently with chairs. All officers shall be elected or appointed from among the personnel of the member units. Individuals should possess a record of active involvement in ERWG prior to candidacy. Chairs and vice chairs should not be employed as personnel within the same member unit at the time of their election. Elections are held in June of each year.

General meetings shall be called by the chair, or by the vice chair in the absence of the chair, or by the secretary in the absence of both the chair and vice chair.

The advisory group shall consist of representatives from the following member units:

- Art Conservation
- Disaster Research Center
- Human Resources
- Information Technologies-User Services
- Occupational Health and Safety
- Procurement Services
- Public Safety
- Risk Management
- Supporting Services

These member units shall each appoint one representative to the advisory group, whose appointment shall be confirmed by the executive officers. The purpose of the advisory group is to provide a liaison among member units holding administrative custody for University collections and records and member units that do not hold this function, but provide services and resources required for the fulfillment of the mission of ERWG.

Working groups may be created to serve designated purposes. These groups shall be of two types: standing and ad hoc.

Appointments to standing working groups are for terms of two years and are made by the executive officers or the respective chairs of those working groups. Standing working groups are permanent unless discharged by the executive officers or by simple majority vote of member units during any given general meeting.

Ad hoc working groups may be created by the executive officers or by simple majority vote of member units during any given general meeting. Appointments to ad hoc working groups are for the entire time required by that group to serve its designated purpose. These appointments are made by the executive officers or the respective chairs of those working groups. Ad hoc working groups are discharged by the executive officers or by simple majority vote of member units during any given general meeting.

All working groups shall provide reports of their activities at each general meeting.

#### ARTICLE V: MEETINGS

General meetings of ERWG shall be held bimonthly at times and places to be determined by the ERWG chair. Arrangements for these meetings shall be the responsibility of the ERWG chair. The quorum of ERWG member units needed to conduct business shall consist of representatives from at least eleven member units, including at least one executive officer. Minutes of general meetings shall be recorded by the secretary and retained by that officer during his or her time of service, then transferred to University Archives and Records Management for permanent retention. The chair may delegate interim business responsibilities as appropriate, with results reported at the next general meeting or thereafter as necessary.

The advisory group shall meet semiannually at times and places to be determined by its chair. No less than two executive officers shall attend each meeting of the advisory group.

Meetings of the standing working groups shall be held at places and times and with frequency to be determined by their respective chairs in consultation with the executive officers. It is expected that standing working groups meet at least once per quarter.

Meetings of ad hoc working groups shall be held at places and times and with frequency to be determined by their respective chairs in consultation with the executive officers.

#### ARTICLE VI: AMENDMENTS

This constitution may be amended by simple majority vote of member units during any given general meeting. Written notice of intent to amend must be received by all member units at least two weeks prior to the general meeting in which the vote will be held.