

CIRCULAR

DATE April 9, 2024

**BUREAU OF ENGRAVING AND PRINTING
EMPLOYEE RESOURCE GROUPS PROCEDURES**

REVIEW DATE: April 9, 2029

1.0 PURPOSE AND SCOPE

- 1.1 This circular establishes uniform policy and procedures governing Employee Resource Groups (ERGs) at the Bureau of Engraving and Printing (BEP/Bureau).
- 1.2 ERGs serve as a collective voice around shared identity, common background and/or special interest. They contribute to BEP’s efforts to become a Better Place to Work by promoting and maintaining a more diverse, equitable, inclusive, and accessible (DEIA) workplace. ERGs are also known as volunteer employee organizations, affinity groups, cohort groups and employee associations.
- 1.3 ERG membership is voluntary and open to all BEP employees regardless of veteran status, military status, race, national origin, color, religion, sex (including sexual orientation, gender, and pregnancy), age, disability, genetic information, or parental status.

2.0 POLICY

- 2.1 It is BEP’s policy to encourage the formation of ERGs. BEP’s continued success depends on attracting and retaining employees with diverse skills, experiences, and backgrounds.
- 2.2 BEP expects ERGs to operate in a manner consistent with BEP mission, core values, policies, procedures, and federal laws. ERGs must clearly demonstrate how the group will benefit its members and enhance BEP’s workplace and DEIA efforts.
- 2.3 BEP also expects ERGs to contribute to an inclusive workplace by providing a welcome atmosphere for new BEP employees, developing networking and mentoring opportunities for their members, and creating an open forum for employees who share common interests/concerns to meet and support one another.
- 2.4 All ERGs at the BEP must abide by the conditions set forth in this policy, unless a written exception is granted by the BEP Director, Senior Executive Team, Diversity and Inclusion Officer (DIO) or the Chief of the Office of Equal Opportunity and Diversity Management (OEODM).
- 2.5 ERGs may not be organized solely for general interest, recreation, sports, hobby purposes (e.g., Chess Club, Softball Team, etc.), although an ERG may include

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- such activities if the ERG can demonstrate how the activity relates to its larger mission and purpose.
- 2.6 ERGs may not be designed around prohibited political activity, including, but not limited to the topic of political candidacy and political measures (whether for or against).
- 2.7 ERGs must comply with the approval process set forth under Section 6.0 of this circular.
- 2.8 The Bureau agrees to provide the following assistance, as available and under reasonable conditions, to BEP ERGs:
- 2.8.1 Permit use of space in BEP facilities to conduct meetings, training, and ERG networking activities.
 - 2.8.2 Provide occasional use of BEP equipment, such as email, copiers, and printers, bulletin boards, internal BEP mail distribution systems, electronic bulletin boards, and other means of disseminating and informing BEP employees about ERG meetings and activities.
 - 2.8.3 Subject to mission requirements and advance supervisory approval, permit BEP employees to participate in ERGs during work time.
 - 2.8.4 Encourage senior leadership to speak at ERG meetings as requested by members and serve as mentors in ERG mentorship programs for employee career development.
- 2.9 In addition to the references provided below, employees should refer to related process maps and protocols, including BEP guidelines, best practices and program procedure manuals.
- 2.10 All ERGs must comply with [5 Code of Federal Regulations § 251](#), concerning agency relationships with non-labor organizations, including:
- 2.10.1 Must be a lawful, nonprofit organization whose constitution and bylaws indicate that it subscribes to minimum standards of fiscal responsibility and employs democratic principles in the nomination and election of officers;
 - 2.10.2 Must not discriminate in terms of membership or treatment because of race, color, religion, sex, national origin, age, or physical or mental ability/condition;
 - 2.10.3 Must not assist or participate in a strike, work stoppage, or slowdown against the Government of the United States or any agency thereof or impose a duty or obligation to conduct, assist, or participate in such strike, work stoppage, or slowdown; and
 - 2.10.4 Must not advocate the overthrow of the constitutional form of Government of the United States.

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2.10.5 May not take on the character of negotiations or consultations regarding conditions of employment of bargaining unit employees, which is reserved exclusively to labor organizations.

3.0 REFERENCES

- 3.1 5 Code of Federal Regulations (C.F.R.) Part 251, "Agency Relationships with Organizations Representing Federal Employees and Other Organizations"
- 3.2 29 C.F.R. 1614.102, "Agency Program to Promote Equal Employment Opportunity"
- 3.3 Executive Order 13583, "Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce" dated August 23, 2011
- 3.4 Executive Order 13988, "Preventing and Combating Discrimination on the Basis of Gender identity or Sexual orientation" dated January 20, 2021
- 3.5 Government-wide Strategic Plan to Advance Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce, November 2021, [Link](#)
- 3.6 OPM Fact Sheet: Guidance on Scheduling Work and Granting Time Off
- 3.7 DEIA-004.ERG Policy and Attachments ([treasury.gov](#))
- 3.8 5 Code of Federal Regulations (C.F.R.) Part 251, "Agency Relationships with Organizations Representing Federal Employees and Other Organizations"
- 3.9 29 C.F.R. 1614.102, "Agency Program to Promote Equal Employment Opportunity"
- 3.10 Executive Order 13583, "Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce" dated August 23, 2011
- 3.11 Executive Order 14035, "Diversity, Equity, Inclusion, and Accessibility (DEIA) in the Federal Workforce" dated June 25, 2021
- 3.12 Executive Order 14020, "Establishment of the White House Gender Policy Council" dated March 8, 2021

4.0 DEFINITIONS

- 4.1 Accessibility: As defined in Executive Order 14035, accessibility is the design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including people with disabilities, can fully and independently use them.
- 4.2 Culture: A dynamic system of learned behavior patterns that are generally characteristic of the members of a society or geographic area, which is not a result of biological inheritance. Often, cultural groups may have shared experiences or history that shape behaviors. These shared experiences may include:
 - 4.2.1 Values, norms and expectations, attitudes, beliefs, practices.

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- 4.2.2 Age, color, disability, sex (pregnancy, sexual orientation, and gender identity), genetic information, parental status, national origin, race, religion.
 - 4.2.3 Language, history, geography, customs, rituals, food, clothing, music, literature, art, religion.
 - 4.2.4 Education and literacy, occupation, income, social class and status, leisure activities.
- 4.3 Diversity: As defined in Executive Order 14035, diversity is “the practice of including the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, religions, and beliefs.” Diversity is the collection of individual attributes that together help agencies pursue organizational objectives efficiently and effectively. These include, but are not limited to, characteristics such as national origin, language, race, color, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status, veteran status, generational cohorts, and family structures. Diversity is about embracing people from all backgrounds, who represent different cultures, generations, ideas, and perspectives.
- 4.4 Employee Resource Group (ERG): Any employee-driven group that supports recruitment, retention, and professional development and is actively engaged in promoting the inclusion and diversity goals and objectives of the organization. ERGs are used in the organization as key drivers for recruitment, retention, engagement, talent development, supplier diversity, business marketing, and customer service. In addition, the ERG is a functional strategic tool used for advancing an organization’s diversity and inclusion initiatives. ERGs are an organization’s resource to positively influence the environment and enable it to achieve its inclusive diversity goals. Examples of ERGs may include but are not limited to:
- 4.4.1 Disability ERGs
 - 4.4.2 ERGs based on Sexual Orientation and/or Gender Identity (e.g., LGBTQIA+ groups or Women’s groups)
 - 4.4.3 ERGs based on Demographics, i.e., Hispanic, African American, Asian Americans Native Hawaiian Pacific Islander, or American Indian Alaskan Native
 - 4.4.4 Women in the workforce
 - 4.4.5 Veterans ERGs
 - 4.4.6 Other ERGs may be based on other common interests, experiences, or beliefs, i.e., Health and Fitness, Religion, Parenthood, or Young Professionals.

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- 4.5 Equity: As defined in Executive Order 14035, equity is the consistent and systemic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that historically have been denied such treatment.
- 4.6 Executive Champion: Current BEP leaders who may serve as advisors to the ERGs.
- 4.7 Inclusion: As defined in Executive Order 14035, inclusion is “the recognition, appreciation and use of the talents and skills of employees of all backgrounds and beliefs.” Inclusion is the framework through which an organization actively seeks to engage the unique talents, beliefs, backgrounds, cultures, capabilities, and ways of living that people bring when they are joined in a common endeavor. Inclusion encourages engagement of these differences in a positive way to achieve mutually beneficial outcomes while respecting and valuing the unique and different perspectives represented.
- 4.8 Inclusive Diversity: A set of behaviors that promote collaboration, flexibility and fairness and encourage individuals to participate in and contribute to BEP to their full potential.
- 4.9 Reasonable Time: Employees seeking to participate in volunteer activities during basic working hours may be granted annual leave, leave without pay, compensatory time off, or, in very limited and unique circumstances, an excused absence. The actual number of hours allowed may vary depending on the nature and frequency of the of the activity; however, it is expected that the allotted hours will be preapproved through agreement between the employee and supervisor. Managers and supervisors are encouraged to respond to requests for changes in work schedules or time off to allow employees to engage in volunteer activities, while giving due consideration to the effect of the employee’s absence or change in duty schedule on work operations and productivity. Refer to OPM’s Guidance on Volunteer Activities to consider the appropriate flexibility in schedule.
- 4.10 Underserved Communities: The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, who have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life. For more information on “underserved communities,” please click or type in the following link for Executive Order 14035: [Executive Order on Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce | The White House](#).

5.0 RESPONSIBILITIES**5.1 ERG Members shall:**

Support BEP’s business needs and be an advocate for the goals and objectives of the group, to promote diversity and inclusion within the workforce.

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- 5.1.1 Act professionally and adhere to BEP's ERG guidelines and requirements and other applicable BEP policies and procedures at all times.
 - 5.1.2 Foster respect and understanding within the workforce and promote diversity, openness, and inclusion across the BEP workforce.
 - 5.1.3 Work with ERG leadership team to execute the ERG's goal of assisting BEP in its goal to become a Better Place to Work and in its DEIA efforts and address issues of concern that impact all ERG employees regardless of veteran status, race, national origin, color, religion, sex (including gender identity, sexual orientation, and pregnancy), age, disability, parental status, or protected genetic information.
 - 5.1.4 Maintain confidentiality of opinions, experiences and ideas shared by members of the ERG during meetings or related activities and any record thereof, to ensure psychological safety of all.
 - 5.1.5 Be responsible for supporting improvements in DEIA, contributing to employee morale, encouraging retention efforts and high productivity among employees, and participating in initiatives that impact business outreach.
- 5.2 The ERG's duly elected officers are expected to:
- 5.2.1 Submit a charter to the Chief, OEODM for approval prior to beginning activity.
 - 5.2.2 Work with OEODM to develop and submit a three-year Strategic Plan, implement that plan, and conduct activities and events to support the plan.
 - 5.2.3 Provide leadership, set direction, and ensure all ERG members abide by ERG guidelines and requirements.
 - 5.2.4 Establish, initiate, and execute priorities and planned activities.
 - 5.2.5 Communicate key goals to members and OEODM and ask for their guidance/assistance in attaining them, when needed.
 - 5.2.6 Serve as a liaison to OEODM, assisting and advising on diversity and inclusion matters impacting the workforce.
 - 5.2.7 Use due process (such as a majority vote) to remove individuals if they violate ERG rules, demonstrate disruptive, disrespectful, or unprofessional behavior. Issue notice to the member who is being removed from ERG in writing and send a copy to their direct supervisor.
 - 5.2.8 Submit an Annual Report by September 30, of every year to the Chief, OEODM, or their designee to detail the group's activities, accomplishments and plans for the next fiscal year.
 - 5.2.9 Use due process to discontinue the ERG by submitting, in writing, the reason for ending the ERG's activities to the Chief, OEODM.

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- 5.2.10 Submit a renewal request of the group's charter to the Chief, OEODM every two years.
- 5.2.11 Upon approval of the ERG, conduct a kick-off meeting to introduce the ERG to the BEP workforce.
- 5.3 The Executive Champion
- 5.3.1 Serves as an advisor to the ERG.
- 5.4 The Chief, OEODM will:
- 5.4.1 Review the initial charter and ensure the establishment of the ERG is in accordance with all BEP ERG guidelines and requirements.
- 5.4.2 Review requests for renewal and issue approval accordingly.
- 5.4.3 Provide assistance and advocacy on all matters related to inclusive diversity recruitment and retention.
- 5.4.4 Review and approve requests to discontinue the ERG. Reasons for discontinuance may include, but are not limited to:
- 5.4.4.1 Actions or conduct that reflect negatively on BEP.
- 5.4.4.2 Low membership or inactivity for a prolonged period, i.e., three years.
- 5.4.4.3 Verified incidents of discrimination against interested members.
- 5.4.4.4 Inability to demonstrate sufficient achievement or return on investment.
- 5.4.4.5 Inability/unwillingness to comply with BEP ERG guidelines and requirements or other BEP policies and procedures.
- 5.4.4.6 Gross misconduct or mismanagement unbecoming of a Federal sponsored entity.
- 5.5 Diversity and Inclusion Officer will:
- 5.5.1 Serve as a Senior Advisor to BEP ERGs and provide strategic direction on the effective implementation of BEP's DEIA efforts, including informing employees and managers of the responsibilities and procedures of ERGs.
- 5.5.2 Manage Bureau-wide ERGs, providing guidance and direction to their members.
- 5.5.3 Ensure that BEP ERGs' missions align with BEP diversity and inclusion goals and standards.
- 5.5.4 Host regular ERG leadership meetings to provide the ERGs' leadership an opportunity to network, exchange information and updates, make announcements and check in on the status of ERG initiatives.

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6.0 APPLICATION PROCESS

- 6.1 ERG submits a draft charter as an application to OEODM. The application shall include formal bylaws containing the following Articles (see Appendix A):
- 6.1.1 Name of the ERG;
 - 6.1.2 Vision Statement (detailing the ERG's purpose, goals and relevance to the mission of BEP);
 - 6.1.3 Mission, Strategy, and Execution (Three Year Plan);
 - 6.1.4 Policies (detailing standard BEP policies for all ERGs);
 - 6.1.5 Membership (recruitment process, criteria for acceptance, and termination of membership);
 - 6.1.6 Duties and Powers of the Leadership Team;
 - 6.1.7 Structure (leadership roles, responsibilities, election guidelines, and terms of office);
 - 6.1.8 Meetings and Attendance (rules concerning scheduling and frequency of meetings and activities, purpose and content of meetings, and developing and maintaining group contacts and email addresses);
 - 6.1.9 Committees;
 - 6.1.10 Funding;
 - 6.1.11 Adoptions and Amendments;
 - 6.1.12 Group Image;
 - 6.1.13 Support; and
 - 6.1.14 Monitoring and Measurement (in alignment with BEP guidance).
- 6.2 Chief, OEODM reviews the application within five days of receipt of request.
- 6.3 Chief, OEODM requests additional information and/or schedules a meeting with the party who submitted the application on behalf of the ERG to discuss the application within five (5) days of determination that the application was incomplete or missing requirements.
- 6.4 Chief, OEODM issues appropriate decision within five (5) days of determination the application package is complete.
- 6.5 ERG leadership team executes the plan within ten (10) days of receipt of approval.
- 6.6 ERG leadership team holds first ERG meeting within 30 days of receipt of approval.

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7.0 OFFICE OF PRIMARY RESPONSIBILITY

Office of Equal Opportunity and Diversity Management

<electronically approved>

Patricia S. Collins

Director

Appendix A: Sample Bylaws

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Appendix A

CHARTER

ARTICLE I: NAME

The name of this Employee Resource Group (ERG) shall be ***[Insert name and acronym]***.

ARTICLE II: VISION STATEMENT (PURPOSE, GOALS AND RELEVANCE TO BEP MISSION)

The purpose of this document is to establish the charter and bylaws for this ERG under the standards and requirements of ***[Bureau of Engraving and Printing (BEP) Circular No. XX-XX.XX]***.

The purpose and goals are aligned with BEP's mission because ***[insert here]***.

ARTICLE III: MISSION, STRATEGY AND EXECUTION

[Name of ERG] is a voluntary ERG whose mission is to ***[Insert description]***. In addition, ***[Insert acronym]*** seeks to:

- ***List actions and/or activities the ERG will undertake to support and advance its goals in the form of a three-year plan***

ARTICLE IV: POLICIES

- a. ***[Insert acronym]*** shall be a secular, nonpartisan, and non-profit organization. The organization shall be supported by appropriate offices in accordance with the ***[Insert Circular]***, ethical, and legal requirements per BEP policies and procedures;
- b. ***[Insert acronym]*** shall not discriminate against any person on the basis of race, color, religion, sex (includes sexual orientation, gender identity or pregnancy), disability, religion, national origin, age, marital or parental status, political or other affiliation, military affiliation, veteran status, or membership in a labor organization; and
- c. ***[Insert acronym]*** shall comply with applicable BEP policies, procedures and requirements, to include Circular ***XX-XX.XX***.
- d. ***[Insert acronym]*** will receive support and assistance from its assigned Executive Champion, the Office of Equal Opportunity and Diversity Management (OEODM), and the BEP Diversity and Inclusion Officer (DIO).

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ARTICLE V: MEMBERSHIP

- a. Full membership in *[Insert acronym]* is open to all current BEP employees who support the goals of this ERG as set forth in Article II above. A full member in good standing shall be afforded all the rights, privileges, and obligations of membership, including, but not limited to, the right to vote, the right to seek office, and participation in organization activities.
- b. A member in good standing is a full member who meets the qualifications set forth in this charter and the bylaws, or as set by the ERG Leadership Team. *[list below the criteria to be accepted as a member]*
- c. Membership can be rescinded at the discretion of the ERG Leadership Team for the following reasons: *[list the criteria]*.

NOTE: ERGs can add here outlining their recruitment process, criteria for acceptance, termination of membership, etc.

ARTICLE VI: DUTIES AND POWERS OF THE LEADERSHIP TEAM

- a. The Leadership Team shall: organize, direct, and coordinate all activities of the [insert acronym]; develop the agenda and preside at all meetings of [insert acronym]; call any special meetings; establish procedures for elections; serve as the official representatives and spokespersons for [insert acronym]; and inform the [insert name of company/agency] Executive Champion, OEODM or BEP's DIO of relevant concerns, issues, and activities of [insert acronym].
- b. No members of the Board of Directors shall be personally liable for any debts, liabilities, and obligations of [Insert acronym].
- c. At the Chair's discretion, voting on motions may take place between meetings via email. In such case, no less than less than 51% of the voting members must vote affirmatively, otherwise the proposed motion will be tabled until the next meeting.
- d. The Chair shall be the presiding officer at all Leadership Team meetings and general meetings; and represent *[insert acronym]* at meetings with OEODM Chief, DIO, or BEP Senior Leadership Team and other organizations. The Chair may also delegate their duties to another member of the Leadership Team.
- e. The Chair shall serve ex officio on all committees, coordinate all committee activities, present an annual report. One of the Co-Chairs shall assume the duties and responsibilities of the Chair, in the absence of the Chair. The Co-Chair may be assigned and accept other special duties.
- f. The secretary shall maintain the organization's records, coordinate

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correspondence with members, coordinate the annual elections, and oversee production of organizational materials.

ARTICLE VI: STRUCTURE AND ELECTION OF THE LEADERSHIP TEAM

- a. The ERG Leadership Team shall consist of *[insert number of positions]*: a Chair, two Co-Chairs, one from the Washington, DC Facility (DCF) and one from the Western Currency Facility (WCF), and a secretary.
- b. The criteria to run for office are as follows: *[list below]*
- c. The ERG Leadership Team shall consist of the Chair, two Co-Chairs (one representing DCF and one representing WCF), and secretary who shall be elected annually by full members in good standing for a term of *[one/two]* year/s to begin January 1 and to end on December 31. Any full member in good standing is eligible to seek these offices.
- d. In the event of a vacancy occurring in the office of the Chair, the unexpired term shall be filled via a special election to fill the unexpired term with a two-thirds majority vote. In the event of a vacancy occurring in any other elective office, the ERG Leadership Team shall call a special election to fill the unexpired term.
- e. Any full member in good standing may nominate one or more qualified candidates for Chair, Co-Chairs, secretary, and the representatives-at-large. The secretary will accept nominations beginning October 1. Self-nominations are acceptable and encouraged.
- f. Nominations must be given in writing to the secretary. Furthermore, each person accepting a nomination to hold office must respond with written consent to the secretary regarding the designated position.
- g. Notification of nomination will be sent to each candidate from the secretary, and if a nominee does desire to hold office, the written consent for the candidacy must be sent to the secretary by the third Tuesday of October. Writing may occur electronically.
- h. The secretary shall then compile the list of candidates that have accepted nomination for each position and distribute it to the entire membership. Not later than the second Tuesday of November, the secretary shall send to all members in good standing a listing of the candidates nominated for the Board of Directors.
- i. Votes shall be returned to the secretary or the nominating/election committee no later than the third Tuesday of November and shall be tallied by and recorded by the secretary. The candidates

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- receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the outgoing ERG Leadership Team shall elect one of the candidates.
- j. A member shall be eligible to vote if they are a full member in good standing, at least 30 calendar days prior to the date of elections or the due date for ballots.
 - k. Voting for the officers shall be by secret ballot.
 - l. Before the ballots are canvassed, the names of the voters shall be checked against a list of eligible voters.
 - m. A member may vote absentee either by designating a proxy or by voting early.
 - n. A proxy vote from a member in good standing shall be accepted if the proxy authorization is delivered in writing to the secretary prior to any scheduled vote.
 - o. The proxy must be another full member in good standing of the ERG.
 - p. The proxy is then authorized to tender their vote as well as the proxy vote.
 - q. An early vote may occur **[XX days]** before the scheduled start of voting.
 - r. An early vote shall not be counted until the time for tallying all votes.
 - s. The Leadership Team may, at its discretion, designate and approve by a simple majority vote a qualified member to fill a position left vacant by the Chair or Co-Chair who has resigned or cannot otherwise fulfill their duties or complete their term.

NOTE: ERGs can add more and adapt the above, outlining their leadership roles, leadership responsibilities, election guidelines, terms of office, etc. ERGs should add as they see fit to ensure effective execution of ERG goals.

ARTICLE VIII: MEETINGS AND ATTENDANCE

- a. Meetings of the Leadership Team shall be held regularly and shall occur no less than **[frequency]**. The purpose of the Leadership Team meeting includes but not limited to **[list]**.
- b. The annual meeting of the entire membership of **[insert acronym]** shall occur in the **[insert info]**.
- c. Quorum for all **[insert acronym]** meetings shall be not less than 51%. A member shall be considered present for the purposes of establishing a quorum and voting if they are participating by conference call or other telecommunication mode.

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- d. Any motions proposed by a member must be seconded and voted on affirmatively by a majority of the members present at the meeting.
 - e. Special Meetings may be called by the Leadership Team or two-thirds of the full membership. Except under extenuating circumstances that must be documented in writing, notice of special meetings, including date, time, and location, will be provided to the full membership no less than five (5) business days prior to the date of the meeting. Notice may be provided electronically.
 - f. A member may be removed at any time by a two-thirds majority vote. Removal may be for any cause, including but not limited to repeated failures to attend scheduled board meetings, obstructionism, irreconcilable personality conflicts, or failure to honor commitments with respect to the work of the ERG.

NOTE: ERGs should include rules concerning scheduling and frequency of meetings and activities, purpose and content of meetings, and means of developing and maintaining group contacts and email addresses.

ARTICLE IX: COMMITTEES

The Leadership Team shall have the authority to create committees. Committee members and chairs shall be approved by the Leadership Team.

ARTICLE X: FUNDING**ARTICLE XI: ADOPTIONS AND AMENDMENTS**

- a. An affirmative vote of two-thirds of the full Leadership Team is required to amend this charter and bylaws with at least 30 days' notice.
- b. Proposals to amend the charter and bylaws may be made by resolution of the Leadership Team or by written petition signed by at least 51% of eligible voting members.
- c. Proposed amendments to the charter and bylaws shall be submitted in writing to any member of the Leadership Team and shall be on the order of business of the next regular meeting of the Leadership Team.
- d. Members must receive the text of any proposed amendment at least 30 days prior to a scheduled vote.
- e. The Leadership Team is responsible for providing OEODM a copy of this charter as required under Circular **XX-XX.XX**, and any subsequent modification, whether in part of full, to this charter and bylaws.

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ARTICLE XII: GROUP IMAGE

ARTICLE XIII: SUPPORT

ARTICLE XIV: MONITORING AND MEASUREMENT (*In alignment with BEP guidance*)