

Sample Group Charter/Constitution/Bylaws

TEMPLATE FOR EMPLOYEE AFFINITY GROUP CHARTER

PREAMBLE

Consistent with the University's commitment to ensuring a welcoming and inclusive community, UNCG the creation and existence of Employee Affinity Groups designed to increase visibility, provide community, support advocacy and education, assist in recruitment and retention, and foster campus engagement for historically marginalized faculty and staff.

ARTICLE I: NAME

1.1 NAME

This organization shall be known as [INSERT EAG NAME].

ARTICLE II: MISSION

2.1 MISSION

The Mission of the [INSERT EAG NAME] is [INSERT MISSION].

ARTICLE III: MEMBERSHIP

3.1 ELIGIBILITY

Membership in the [INSERT EAG NAME] is available to all UNCG employees interested in supporting the mission of the [INSERT EAG NAME].

3.2 REQUIRED LANGUAGE

University employees are eligible to participate in Affinity Groups. Individuals will not be excluded from participation in an Affinity Group based on protected status consistent with the University's Non-Discrimination Statement.

ARTICLE IV: STRUCTURE AND OPERATIONS

4.1: LEADERSHIP, ROLES & RESPONSIBILITIES

The [INSERT EAG NAME] shall have [INSERT LEADERSHIP STRUCTURE, OFFICERS, ETC.] [INSERT ANY DETAILS ABOUT ROLES AND RESPONSIBILITIES WHICH MAY INCLUDE CALLING MEETINGS, MANAGING ELECTIONS, COMMUNICATIONS WITH MEMBERSHIP, ETC.]

4.2: ELECTIONS

All members can vote in elections. Votes are effected by a simple majority vote of active members. The bylaws can only be changed with a vote from at least two-thirds of the active membership.

ARTICLE V: MEETINGS

5.1 MEMBERSHIP MEETINGS

There shall be regular meetings of the [INSERT EAG NAME] [INSERT DETAILS REGARDING MEETINGS AND FREQUENCY, WHICH CAN BE EITHER GENERAL (i.e., quarterly), SPECIFIC (e.g., the first Wednesday of every month at 10 a.m.), OR DELEGATED TO A LEADERS (e.g. at a date and time to be established by an officer or steering committee).]