

## **Affinity Group Formation Guidelines**

### **California State University Channel Islands • Updated October 2023**

An Affinity Group is a voluntary organization of faculty and staff employed by the University. They share a common perspective and commitment to representing and affirming an “affinity”, often a shared cultural or historical background. Affinity Groups have many purposes, including camaraderie with like-minded others, as well as fundraising and advancing justice and equity on campus. Affinity Groups are expected to articulate a clear mission and vision for the outcomes they anticipate as an organization. Affinity Groups should meet regularly, which includes holding fundraisers and other events.

Note that as conceptualized, Affinity Groups are independent of the normal duties of faculty and staff. As such, Affinity Groups should not be organized around job characteristics or position classifications.

N.B.: Recognition as an Affinity Group is separate from being recognized as a member of Unity Coalition, which is under the purview of the Academic Senate.

The process for establishing a new Affinity Group is:

- Representatives from the Affinity Group send an email to the Provost, cc-ing Karen Gundelfinger, to request that the Provost serve as the Cabinet sponsor. Note that the Provost will serve as the Cabinet Sponsor for all Affinity Groups.
- The Affinity Group shall adopt by-laws to formalize the structure of the group and provide a copy to the Provost’s Office once complete. The by-laws must state that membership is open to all campus employees. Note that students and alumni are not normally members of Affinity Groups.
- The Affinity Group will provide the Provost’s Office with the names of the officers and members once established and then on an annual basis.
- The Affinity Group will establish a foundation account with University Advancement which will be the depository for any dues or fundraising dollars received by the affinity group and be the disbursement account for scholarships and other expenditures.
- The Affinity Group will agree to follow all university policies and procedures when conducting business.

In return, per campus practice as agreed upon by Cabinet sponsors of faculty and staff associations, the Provost agrees to the following:

- The Provost agrees to be the Cabinet Sponsor for the Affinity Group. A link to each Affinity Groups will be posted on a common web page.
- The Provost will host a reception for the established Affinity Group once a year.
- The Provost’s Office will manage email communication on behalf of the Affinity Group.
- The Provost’s Office will provide up to \$2,000 annually to support activities by the affinity group (as permitted by campus policy).