



INCLUSIVE EXCELLENCE

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## **GUIDELINES FOR EMPLOYEE AFFINITY GROUPS**

Each Sacramento State Employee Affinity Group (EAG) should establish for itself a mission and either a charter, constitution, or bylaws.

### **Mission Statement**

Each EAG should define its purpose, intended actions, and identity definition by the creation of a mission statement. A mission statement can be developed by considering several questions, including: (1) who are the individuals that group is trying to serve, (2) what opportunities are there for support of group members, (3) how can we engage as problem solvers and/or as a resource, etc., (4) what role in transformational change can we make, etc.

### **Charter, Constitution, or Bylaws**

In addition to defining its mission and purpose through a mission statement, each EAG should establish a charter, constitution or by laws that sets forth the EAG's:

- Name
- Mission
- Membership
- Structure, including identification of offices or leadership positions
- Schedule of meetings, i.e., monthly, quarterly, etc.

These documents can be as brief or as detailed as the EAG wishes as long as it addresses the five items identified above. A sample Sacramento State Employee Affinity Group Charge is provided below. For a sample of bylaws and articles, please see an [Example of Employee Resource Group Bylaws and Articles](#).

**TEMPLATE FOR EMPLOYEE AFFINITY GROUP CHARTER****PREAMBLE**

Consistent with the University's commitment to ensuring a welcoming and inclusive community, Sacramento State supports the creation and existence of Employee Affinity Groups (EAG) 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 Sacramento State employees interested in supporting the mission of the [INSERT EAG NAME].

**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.]

**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).]