

Affinity Group Guidelines

Purpose: Interest and Affinity Groups are self-organized groups of Missouri S&T staff where its members hold common interests. The purpose of Interest and Affinity Groups is threefold: to support...

1. Professional development for its members
2. Community engagement and outreach
3. Missouri S&T's goals and objectives (e.g. the recruitment and retention of underserved students, faculty and staff).

I. Formation of Interest Group (IG)

- a. Must be at least 2 leaders/coordinators willing to do most of the initial coordination and program development
- b. The Division of Diversity, Equity and Inclusion (DEI) must support the concept of creating an interest group in proposed area (i.e., the area must be related to a marginalized or underserved identity group, or one that has been stated in the Strategic Plan).
 - i. Common interests for IG/AGs include, but are not limited to, issues related to people of color (African Americans, Asian and/or Asian Americans, Latino/Hispanic, Native American/American Indian), Veterans, Women, LGBTQIA, and People with Disabilities.
 - ii. IG/AGs are not exclusionary and all groups are open to any Missouri S&T faculty or staff person
- c. A Statement of Purpose must be submitted to DEI
 - i. Statement of Purpose must outline group's objectives and activities. These objectives must align with the IG/AG purpose as stated above and with Missouri S&T Strategic Plan.
- d. With the exception of AGs that already exist, an AG typically begins as an IG with a minimum of 10 members.

II. Formation of Affinity Group (AG)

- a. The Interest Group must be sustained with active programming, events and constituent participation for at least 6 months. These activities should comply with previously set objectives outlined in the Statement of Purpose.
- b. IG Statement of Purpose should be used to inform the formal submission of AG mission statement, objectives and by-laws.
- c. Governance Structure
 - i. AGs can determine the details of the group's structure and activities, but must align with the set guidelines and objectives laid out as an IG. Revisions can be made with DEI approval.
 - ii. Each AG should be headed by a member-elected "Chair" (or Co-Chairs) and supported by member-elected Secretary and Treasurer; all of whom must be approved by DEI. The AG members should agree on officer term limits to and these should be explicitly stated in by-laws
 - iii. AG must maintain a regular meeting schedule

III. DEI Support

- a. Interest and Affinity Group designation will be listed on the DEI website
- b. Funding
 - i. Each AG will receive a specific amount of annual DEI funding (when available).
 - ii. AG's can opt to collect dues or identify other sources of revenue
- c. IG/AGs will report, on a bi-annual basis, group objectives, achievements, barriers and successes.
 - i. DEI will also require a yearly report of all IG/AG activities including programming and meetings schedules.