

<COMPANY NAME>
AFFINITY GROUP CHARTER AND BYLAWS

Article I
Purpose, Name, and Goals

SECTION 1.01. Purpose. The purpose of this document is to establish the charter and bylaws for an Affinity Group within <COMPANY NAME> (“the Company”).

SECTION 1.02. Name. The name of this Affinity Group shall be [Name] (the “Affinity Group”).

SECTION 1.03. Goals. The Affinity Group is a voluntary group whose mission is to _____

The Affinity Group’s goals may be updated from time to time, consistent with this Charter and Bylaws, so long as the goals remain consistent with the mission of the Company. The Affinity Group seeks to engage in the following types of activities:

- Professional development.
- Networking events.
- Community Relations.
- Events which celebrate and showcase the unique contributions of Affinity Group members or the communities from which they originate.
- Enhance the public image and presence of the Company.
- Others

SECTION 1.04. Disclaimer. The Affinity Group is not intended to represent employees regarding the terms and conditions of employment with the Company.

Article II
Affiliation

SECTION 2.01. The Affinity Group shall be a part of the Company in the manner and to the degree prescribed by the Company and the overall Company mission statement.

SECTION 2.02. The Affinity Group’s activities, programs, and services shall not be represented, directly or indirectly, as official functions or activities of the Company or of any Company official, without prior, express authorization from the Company.

Article III
Membership & Meetings

SECTION 3.01 Members. The Affinity Group shall have at least [number] members, each of whom shall be a full or part-time employee of the Company. Full membership is open to all current employees who support the goals of the Affinity Group as set forth in this Charter/Bylaws. A full member in good standing has the right to vote, seek office, and otherwise participate in organization activities as permitted by these Bylaws/Charter.

SECTION 3.02 First Regular Meeting. The first regular meeting shall be held on the Company worksite.

SECTION 3.03. Annual Meetings. The Affinity Group shall hold an annual meeting at which time Members selected by the Affinity Group shall take office, and the Affinity Group shall transact any other business within its powers. The Annual Meeting shall be held in the month of _____ [to be determined] of each year. Failure to hold an annual meeting does not invalidate the Affinity Group's existence or affect any otherwise valid Affinity Group acts.

SECTION 3.04. Regular Meetings. Meetings may be held at the discretion of the Affinity Group with the exception of the Annual meeting requirement

SECTION 3.05. Meeting Notification. Notification of meetings shall be made at least five (5) days in advance. Notification must be in writing, and may be conveyed by email.

SECTION 3.06. Quorum. A quorum for meetings of the Affinity Group shall consist of a majority of the Members present at a given meeting.

Article IV Dues & Compensation

SECTION 4.0. Dues. The amount of annual dues, if any, shall be determined at the first meeting of the Affinity Group and may be changed by majority vote of the membership.

SECTION 4.01. Compensation. A member may not receive any compensation from the Affinity Group, except for reimbursement of expenses.

Article V Officers

SECTION 5.01. Officers. The Affinity Group shall have a Chair, a Vice Chair and a Secretary/Treasurer each of whom shall be a Member of the Affinity Group. No Member shall serve more than three (3) successive one (1) year terms in the office of the Chair or in the office of Vice Chair, but any time spent in either such office shall not apply to the time that may be spent in the other such office. All officers shall be employed by the Company in good standing at the time of election. Employment in good standing means the individual is not then under active disciplinary action.

SECTION 5.02. Chair. The Chair must be an employee of the Company, and preside over the meetings of the Affinity Group. The term of the office is normally two years.

SECTION 5.03. Vice Chair. The Vice Chair must be an employee of the Company in good standing. The Vice Chair shall act as second in command and provide support to the Chair and the Affinity Group. In the event the Chair is unable to serve the entire one-year term, the Vice Chair will succeed to the position of Chair for the then remaining period of the term.

SECTION 5.04. Secretary. The Secretary must be an employee of the Company in good standing. The Secretary shall generate the minutes of each Affinity Group meeting held which minutes shall inform the members of the Affinity Group regarding all planned activities. The Secretary shall also be responsible for the sending of notices and maintenance of membership records (e.g., member names, office addresses, office phone numbers and email addresses). The Secretary shall also collect any agreed upon dues and shall deposit same in a non-interest bearing checking account.

SECTION 5.05. Election, Tenure and Removal of Affinity Group Officers. The election of officers shall be held at each Annual Meeting of the Affinity Group. A Nominating Committee shall be convened which shall consist of the current Chair and the two past Chairs (if any). If no past Chairs are available, the current Chair may appoint two members at large from the general membership of the Affinity Group. This committee shall present a slate of nominees to the members; however, floor nominations must be admissible for vote as well.

Article VI Miscellaneous Provisions

SECTION 6.01. Fiscal Year. The fiscal year of the Affinity Group shall be the same as the Company fiscal year.

SECTION 6.02. Books and Records. The Affinity Group shall keep correct and complete books and records of its accounts and transactions and minutes of the meetings. The books and records of the Affinity Group may be in written form or in any other form that can be converted within a reasonable time into written form for visual inspection.

SECTION 6.03. Prohibition Against Discrimination and Harassment. The Affinity Group shall comply with Company policies and procedures governing discrimination and harassment in the workplace, and shall not discriminate against any member, potential member, or employee, on the basis of race, gender, age, sexual orientation, age, disability, veteran status, ethnicity, national origin, genetic information, or other classification protected by applicable laws. The anti-harassment policy and complaint procedure of the Company shall apply to this Affinity Group.

SECTION 6.04. Collaboration Between Affinity Groups. Affinity Groups are encouraged to collaborate to the maximum extent feasible to facilitate understanding between groups, between groups and the Company, and among individual members, to maximize resources for the benefit of each group.

SECTION 6.05. Membership and Participation Voluntary. Membership in the Affinity Group and attendance or participation at any Affinity Group meetings or activities shall be voluntary. Company employees must not be performing normal job duties as part of participation in Affinity Group meetings or activities, without prior express authorization from the Company.

SECTION 6.06. Code of Conduct. Affinity Group members must conduct themselves in a professional manner at all times when participating in Affinity Group meetings and activities either inside or outside the Company All who participate in Affinity Group meetings and activities are expected to adhere to Company policies and standards of conduct.