

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Affinity Groups**

**Regulation and Procedure  
Number: URP: 05.630**

**Policy Owner: Finance and Administration**

## **POLICY STATEMENT**

Texas Woman's University recognizes that Affinity Groups have the potential to connect faculty and staff with each other and with the university. The definition of an Affinity Group is a collection of faculty and staff who actively engage in communication and/or gather around a central unifying purpose, mission, background, or activity.

## **APPLICABILITY**

This policy is applicable to TWU Faculty and Staff.

## **DEFINITIONS**

None

## **REGULATION AND PROCEDURE**

### **I. General Guidelines**

- A. It is the university's regulation and procedure to remain neutral on the mission and purpose of all approved Affinity Groups. For any affinity group to be officially recognized by the University, it must request and gain approval. Approval does not indicate University endorsement; however, recognition will allow official name recognition, fundraising and usage of facilities. In order to be approved, bylaws of an Affinity Group must contain specific comprehensible language that states the group does not represent the university. The University has the right to reject any groups that violate university policies and regulations and procedures, and are not aligned with the mission and values of the university. Use of the university's insignia or seal is subject to restrictions found in URP 01.110: University Seal Usage.

- B. Groups must refrain from discrimination as defined by University policies and procedures. Group membership must be inclusive and open to all persons who support the Affinity Group's mission. The Affinity Group cannot admit an individual to membership who is not a current member of the TWU community. The TWU community includes all faculty and staff. Non-TWU members may participate in group events at the discretion of the Affinity Group. Faculty and staff members may participate in Affinity Groups during non-scheduled work hours. The use of University facilities, equipment and systems is governed under related TWU policies and procedures: URP 01.280: Rental of Facilities for Non-University Sponsored Events; and under guidelines administered by the department of Conference Services.
- C. The Affinity Group must remain an independent organization. It may not become a chapter for non-TWU organization.
- D. Affinity Groups may only fundraise for purposes related to the core mission of the group and these purposes cannot conflict with the University's fundraising policies, procedures or goals.
- E. Affinity Group involved in hosting events may solicit for sponsorship but only in an amount that does not exceed: the expenses accrued for a particular event, or the amount of the group's annual operating expenses. Requests for and/or acknowledgements of sponsorships must clearly state the contribution is intended for the Affinity Group and not Texas Woman's University. The Affinity Group cannot start or invest in any commercial enterprise or outside activities. Affinity groups cannot negotiate with the University nor present proposals involving employment terms and conditions, but they may share information concerning issues of concern.

## II. Establishing and Chartering an Affinity Group

Below are minimum requirements for establishing a new Affinity Group.

- A. Compose a list of names and addresses of at least ten members of the TWU community who have an interest in joining the Affinity Group.
- B. Provide information for a lead or contact person for the affinity group that includes the name, address, phone number and email address.
- C. Establish and document a general purpose and mission for the Affinity Group.

- D. Establish and document goals, objectives and targeted activities
- E. Appoint and document the selection of officers and the adoption of bylaws.
- F. Submit all the above to the University's Affinity Group Liaison in the Office of Human Resources for approval.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

[URP 01.110: University Seal Usage](#)

[URP 01.280: Rental of Facilities for Non-University Sponsored Events](#)

## **FORMS AND TOOLS**

None

**Publication Date:**

**Next Review:**