# **THE AMERICAN MONTESSORI SOCIETY, INC.**

# **Affinity Group Guidelines**

The mission of THE AMERICAN MONTESSORI SOCIETY, INC. (the “Corporation”) is “empowering humanity to build a better world through Montessori.”

The Corporation encourages diversity and appreciates the value in having affinity groups to help provide better education, programs and promote overall diversity among the members of the Corporation, the teachers and students. Affinity groups are based on shared backgrounds, identities, experiences and goals and can be based on race/ethnicity, sexual orientation, religion, gender affinity, or some other category. All active members of the Corporation are welcome to submit a proposal to start an AMS Affinity Group.

A proposal must be submitted setting forth the below information to start a new AMS Affinity Group:

1. Indicate if requestor is a current active member of the Corporation.
2. Indicate if there is already an existing AMS Affinity Group covering the proposed group.
3. Propose a name of the group, a description of the group, an estimate of the number of members of the group and the objectives of the group.
4. Submit a “mission statement.”
5. Set forth a proposed number of meetings for the academic year; where and when the meetings will take place and the proposed agenda for the meetings.
6. Submit a statement detailing the ideal impact on the Corporation’s community and how it fosters the Corporation's mission, vision, and values under the AMS Affinity Group Guidelines.
7. Indicate any expectations that the AMS Affinity Group may have from the Corporation.
8. Submit a proposal using the Attached Form.

**AMS Affinity Group Guidelines:**

* Have a “mission statement” for the AMS Affinity Group that has been previously approved by the Corporation.
* Each AMS Affinity Group is required to have at least 4 meetings per academic year. The meetings can be in person or by telecommunications devices (video phone or skype or similar means) that allow all those who are participating to hear and see the members who are so participating. However, at least one meeting per academic year must be in person and such meeting will take place at The Montessori Event in the Spring of each calendar year.
* Each AMS Affinity Group must have a minimum of three members.
* Each AMS Affinity Group must have a Chairperson who will take minutes of the meetings and keep records of events and meetings. Those minutes and records will be submitted within 10 days of the meeting to the Corporation Affinity Group Liaison and a copy will be kept by the Chairperson and available if the Corporation “audits” the group.
* The Corporation Affinity Group Liaison must be notified of each meeting and/or event of the AMS Affinity Group.
* The Corporation Affinity Group Liaison must be given the name of a proposed speaker that is not employed by the Corporation at least 15 days prior to an event.
* The Corporation Affinity Group Liaison must be given a copy of any materials anticipated to be circulated to the members of the AMS Affinity Group at least 5 days prior to circulation.
* The AMS Affinity Group must post their meetings on the AMS Connect Account to encourage attendance of anyone who is interested.
* During any AMS Affinity Group meeting/program, do not disrespect another affinity group or member of another affinity group or another person. Be respectful of other’s opinions and beliefs. Remember that the affinity group is a forum for an open dialogue where attendees can be comfortable.
* If there is ever a disagreement or potential confrontation, then this must be documented and forwarded to the Corporation Affinity Group Liaison immediately.
* Within two weeks of the conclusion of every academic year, the Chairperson must submit an annual report summarizing the activities of the AMS Affinity Group to the Corporation Affinity Group Liaison.

**Responsibilities of the Corporation:**

* Help to provide awareness of the AMS Affinity Groups through the AMS Connect Account.
* Act as a liaison between the different AMS Affinity Groups, and the members of the Corporation.
* The Corporation reserves the right to audit any AMS Affinity Group and if deemed appropriate by the board of the Corporation, dissolve any AMS Affinity Group if the AMS Affinity Group is not acting in accordance with these and any other existing and future guidelines and mission of the Corporation and of the AMS Affinity Groups.