



Alumni Chapter Handbook

Introductory Letter

Alumni Chapter and Club Presidents and Committee Members,

On behalf of the University of Las Vegas, Nevada Alumni Board of Directors, thank you for your service to your alma mater and to your Alumni Chapter. Alumni Chapters and Clubs are formed primarily because alumni have a fondness for UNLV. Alumni also enjoy getting to know other alumni within their community and sharing their experiences and stories from their time at UNLV.

Official Alumni Chapter and Club affiliation with the Alumni Association comes with many advantages and privileges. This handbook will help you to better understand our expectations and guide you through the process of starting and maintaining a successful Alumni Chapter or Club. Again, we thank you for your commitment and look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad Warren", with a long horizontal flourish extending to the right.

Chad Warren
Executive Director, UNLV Alumni Association

Alumni Chapters and Clubs - Purpose

Alumni Chapter and Club development is an essential element in helping the [Office of Alumni Engagement and Annual Giving](#) build and maintain relationships with alumni and friends of UNLV. These chapters provide our alumni with the opportunity for professional and social interaction, and volunteer opportunities that benefit both UNLV and the individual. Through Alumni Chapters and Clubs, graduates from UNLV are able to maintain and develop friendships and associations with other alumni, participate in the ongoing life of UNLV, and continue to nurture the important education-for-life experience.

There are three types of Alumni Chapters:

- **Academic Chapters** are comprised of alumni and friends who graduated from a specific academic discipline and are organized by college or school. (e.g. Fine Arts, Sciences, Urban Affairs, Liberal Arts, etc.).
- **Affinity Clubs** bring together alumni and friends with a shared common attribute, identity, or activity (e.g. veteran alumni, native alumni, greek life alumni, etc.).
- Regional Clubs are for alumni and friends of UNLV in a specific region (e.g. Las Angeles Area, Northern Nevada, Phoenix, etc.). *As of July 1, 2019 the development of the Regional Club program is on hold.*

Alumni Chapters and Clubs benefit the university, alumni, and members of the UNLV community by:

- Creating ways for alumni to network and meet each other in their communities.
- Planning and hosting events that strengthen alumni ties to UNLV.
- Renewing friendships developed at UNLV.
- Supporting the efforts of UNLV to keep alumni informed of campus developments.
- Providing avenues for the exchange of ideas between alumni and UNLV.
- Assisting UNLV's recruitment and admissions program.
- Involving alumni in career cultivation (job, internship, student placement, and graduates)

Process of Developing an Alumni Chapter

If your academic unit would like to establish a chapter with the UNLV Alumni Association The following steps need to be taken in order to formalize your chapter:

1. Define your chapter by the constituents you aim to serve (i.e. [College of Hospitality](#)). At this time, recognition of [Academic Chapters](#) is limited to full academic colleges or school. Individual degree programs (i.e. [Criminal Justice](#) or [Social Work](#), etc.) may exist as a subchapter and will be governed by the sponsoring recognized academic chapter.
2. Publish an appeal to alumni in that defined group (with the help of the [Alumni Engagement Staff](#) and your sponsoring unit) seeking volunteers to serve on the [Chapter Committee](#). Diversity in this core group ensures event participation from a broader-based alumni body.
3. Bring the interested volunteers together to discuss the requirements of a chapter (*see page 5*) and establish goals/objectives that are in line with the [UNLV Alumni Association](#).
4. Form an official board as outlined in the chapter requirements and sample bylaws.
5. Host an engagement opportunity with the help of your sponsoring unit
6. Next, a *petition for recognition* (*see page 5*), and present to the association's Chapters and Clubs Committee.
7. To maintain the status of a chapter, all guidelines within this handbook must be addressed and followed or the chapter may be dissolved by the Alumni Association.

Petition Process - Alumni Chapter Status

To be recognized by the association, chapters must apply for “official” recognition. Volunteers are expected to work with Alumni Engagement Staff and staff from their sponsoring unit to form their organization according to the guidelines set forth by the UNLV Alumni Association.

Guiding Principles:

The UNLV Alumni Association will:

1. **Serve** as the principal voice of alumni to the UNLV administration and community leaders.
2. **Mobilize** a global network of proud alumni and friends in lifetime service to the university.
3. **Inspire** alumni and friends to advocate for UNLV’s interests as a catalyst for the greater good.
4. **Champion** a culture of philanthropy and giving back to the university.
5. **Elevate** the importance of alumni engagement through intentional communications.
6. **Partner** with the university to build a strong infrastructure to ensure the success of the organization's strategic objectives.

The UNLV Alumni Association seeks to establish and support vibrant Academic Chapters who are able to fulfill their obligations around these core areas.

Minimum Qualifications:

Before applying, please consider the following minimum qualifications must be met:

1. Bylaws – must conform to AA bylaws
2. Board – minimum five members initially, officers must contribute annually at the Scarlet Loyal level (\$100 annually), elections timed with legacy board to begin terms Jan. 1
3. Chapter Liaison/sponsoring unit – see role of liaison document for further information
4. Strategic Plan - demonstrates growth plan for engagement of alumni constituents according to articulated goals of the chapter

Application Process:

Your board (with input from staff) will develop an application packet that includes information to help the Chapters and Clubs Committee better understand your chapter's goals for engagement and how your chapter will contribute to the mission and strategic plan of the UNLV Alumni Association.

In the application, please consider including the following:

1. Cover letter from your club president to the UNLV Alumni Association Executive Director, outlining the request to be recognized as an official club. Your letter should include:
 - a. *Awareness* – describe programs or activities your chapter has developed/or will develop to create awareness of the organization (i.e. membership mixer, included membership materials in all new grad packets)
 - b. *Engagement* – describe methods of engagement your club has developed/or will develop (i.e. electronic newsletters, social networking, constituent only events, etc.)
 - c. *Collaboration* – describe how your club is working with/or will work with your sponsoring unit staff, the alumni engagement office, and the association (i.e. work with staff to develop meeting agendas, attend Association Board meetings)
 - d. *Accountability* – include strategic or program plans for the coming year, budget, meeting minutes, etc.
 - e. *Samples* – include invitations, flyers, newsletters and any other materials using the alumni association name or mark of relevance
2. Alumni chapter bylaws
3. Alumni chapter board of directors roster including graduation date, degree, and major
4. Include a letter of support from your sponsoring unit

Presentation:

Your chapter president will present the application packet to the Chapters and Clubs Committee. Board members will ask questions and have discussion. The chair of the Chapters and Clubs Committee will make a motion (to approve or decline), followed by more discussion, and a vote of the board. Once reviewed and approved, the committee chair will forward for consideration to the full board of directors of the UNLV Alumni Association.

If approved, the board will grant recognition status during which time the chapter board will continue to work with the association, alumni engagement, and the sponsoring unit to demonstrate long-term viability and fulfill the obligations of recognized chapters.

Official Chapter Status – Benefits: (see page for the full list below)

Each chapter will receive the following benefits from the association:

- Designated fund for chapter donations
- Type I seat on AA Board for Chapter President/representative
- Use of logo/intellectual property
- Use of Alumni Engagement resources (staff, building, website, e-flashes, etc.)

Chapters and Clubs - Benefits and Support

- **Program Manager:** An alumni staff member is charged with the management of the chapters program, including developing structure and training resources, advising on course of action, and connecting with resources.
- **Event Supplies:** Membership brochures – limited quantity of alumni giveaway items will be provided for chapter events.
- **Custom Web Pages:** Opportunity to build custom web pages for alumni chapter.
- **Chapter Handbook:** A guide is maintained with information on chapter events, activities, and organization.
- **Alumni Leader Advisory:** An e-newsletter for chapter board members, academic deans and applicable staff, association board, and alumni staff to apprise them of pertinent items for chapter leaders. Content may be used for chapter meeting announcements, newsletters, and websites.
- **Exposure in *UNLV Magazine* and *UNLV Alumni News*:** The association will dedicate a portion of the newsletter to cover important updates from chapters and can assist with placement in the magazine.
- **Use of Logos/Intellectual Property:** Use of UNLV Alumni and chapter logos/marks.
- **Name:** Use of “UNLV Alumni” in name (trademark owned by the Alumni Association).
- **Use of Association Database:** The alumni database is called The Raiser’s Edge and is managed jointly by the [Alumni Association](#) and the [UNLV Foundation](#).
- **Membership Fulfillment:** The Alumni Relations Staff manages all aspects of membership fulfillment, such as collecting payments, issuing membership information, maintaining benefits and services, etc.
- **Online Event Registration:** If your event requires registration and payment in advance, we can build a webpage to collect event registrations on behalf of your chapter. [Download](#) the worksheet to begin the process.
- **Promotion Assistance:** The association promotes events through email blasts, print newsletters, and social media. Chapter events can be placed in these

communication tools.

- **Dues Sharing:** A portion of the membership dues is shared with the chapters for alumni activities. Your chapter board of directors is responsible for the management of the funds. Additionally, chapters may petition the Chapters and Clubs Committee to request additional support.
- **Facility Use:** The [Richard Tam Alumni Center](#) is available to chapters for alumni events. See the [Guidelines for Scheduling University Facilities](#) for more details.
- **Type II Director Position:** Voting director position appointed the chapter board of directors (usually the chapter president) to the overall [Association Board of Directors](#).
- **Financial Administration:** All financial reporting and day-to-day bookkeeping, maintenance of non-profit tax status, documentation of donations, management of financial accounts, tax filings, audits, and compliance with [Nevada System of Higher Education policies](#).

Board of Director Expectations:

Directors on the UNLV Alumni Association Board exist to secure and promote the fiduciary, legal, and ethical well-being of the Association and to ensure that the organization fulfills its mission. If you do not fulfill these commitments to the association, expect the board president to discuss your responsibilities with you to determine if dismissal as a director is necessary.

LEADERSHIP

- Act in the best interests of the organization, and excuse yourself from discussions and votes where a conflict of interest exists
- Assume leadership positions on the board
- Stay informed about what's going on in the organization. Read the information provided, think strategically, request additional information, come prepared, and ask questions. Participate in and take responsibility for making decisions on goals, issues, policies, and other board matters

AMBASSADORSHIP

- Be informed about the association's [mission](#), goals, policies, programs, and services

- Gain sufficient knowledge of the university to be an effective ambassador of UNLV in your community
- Represent the views and interests of alumni in board, association, and university affairs
- Whenever possible, attend and represent the association at events hosted by other campus departments and student organizations
- Cultivate relationships with campus leaders and partners

PARTICIPATION

- Attend 75% of board meetings, retreats and any committee meetings for which you are a member
- Pay your own expenses incurred in attending meetings
- Collaborate in good faith with other board members and staff as partners towards achievement of organization goals
- Serve on at least one committee and volunteer to assist with events
- Providing a timely response to requests and notices
- Serve as hosts at association events
- Actively support and participate in association and university programs

DEVELOPMENT

- Make a minimum \$100 annual contribution
- Encourage and solicit other UNLV alumni to become active association members; identify volunteers for the association, and direct them to the appropriate staff
- Encourage alumni and friends to participate in programs including:
 - Attend an event
 - Use the [UNLV Alumni Association Mobile App](#)
 - Purchase a [UNLV license plate](#)
 - Create an account on [UNLV Connect](#) to mentor students
 - Volunteer at university functions or on an association committee
- Introduce potential corporate sponsors or other resource opportunities to the staff
- Cultivate and inspire financial generosity among alumni and friends towards UNLV by a personal demonstration of philanthropy toward the UNLV Alumni Association Scholarship Fund
- Assist in the association's fundraising efforts

In turn, expect the UNLV Alumni Association to be responsible to me in the following ways:

- Provide regular financial reports on association activities;
- Provide opportunities to discuss important organizational issues with the board president and the executive director as appropriate;
- The staff and board of directors will respond in a straightforward manner to questions that are necessary to carry out your responsibilities to the association;
- Board members and the staff will work with you in good faith toward the achievement of association goals.

If you feel the UNLV Alumni Association does not fulfill its commitment, you can call on the board president and executive director to discuss the organization's responsibilities.

Positions within the Chapter Board of Directors

President: Preside at all Meetings of the Members and at all Meetings of the Board, (ii) serve as a liaison to the UNLV Administration and the Association, (iii) meet directly with the Association President/staff and others on behalf of the Organization, (iv) appoint committee chairs. The President shall also have the appointment and other powers provided in the Bylaws and otherwise by law.

Vice President (president-elect): Assume the duties of the President during the President's absence including without limitation the duty to preside over Meetings of the Members or the Board of Directors and to represent the Organization and (ii) will be the official liaison for all committee chairs and those chairs will report directly to this officer. Ideally, the Vice President will assume the office of President for a two (2) year term following his or her term as Vice President.

Secretary: Verify that the following records are kept and maintained: a) minutes of Executive Committee and Board Meetings; b) Membership List; and c), all Organization books and records, except for the financial books and records which are the responsibility of the Treasurer. The Secretary shall also ensure that any required notice of all Membership and Board Meetings is provided and work with Association Staff to complete this.

Treasurer: Verify that the financial books and records of the Organization are kept and maintained, prepare financial statements, and report on the Organization's financial condition at all Meetings of the Members, Board, and Executive Committee.

Immediate Past President: Chair the Board Development Committee and Election Committee and serve as an advisor to the President.

Member at Large: This officer position should serve at the will of the Executive Committee and duties should coincide with carrying out the Organization's strategic plan and special projects of the Association, Organization, Committees, or University.

Standing Committees:

1. **Executive Committee:** There shall be an Executive Committee that shall be comprised of the President, the President Elect/Vice President, the Secretary, the Treasurer, and Immediate Past President. The Executive Committee shall govern the Organization affairs on a daily basis in conjunction with the Organization's professional staff. The Executive Committee will meet on a regular basis at the call of the President, and will report all of its actions to the Board.
2. **Board Development Committee:** The Board Development Committee shall be comprised of the following: three (3) current Directors, the Organization's Professional Staff serve as ex-officio, and the Immediate Past President will serve as Chair. The committee shall endeavor to create a diverse pool of applicants for Directors and Officers positions and recommend candidates for the Board's approval.

Role of the Chapter Liaison

The Chapter Liaison is a UNLV staff member who plays a pivotal role in the success of alumni chapters. Liaisons are selected by the college/school dean to support the chapter.

Six (6) chapters have a dedicated staff member assigned to alumni work, meaning their job description includes support of alumni activities. These chapters are:

- Business
- Fine Arts
- Hospitality
- Law
- Liberal Arts
- Nursing

It's important to note that even dedicated alumni staff members have many other duties and have varying ability to assist with alumni activities. Chapter liaisons should spend four (4) hours per week supporting the chapter.

The role of Chapter Liaisons is to:

- Represent the interests of the dean, college, faculty, students, and others
- Collaborate with the college, alumni chapter, Alumni Association board, and staff
- Attend board meetings, retreats, committee meetings and provide advice and counsel to the chapter board members
- Offer advice and guidance to the chapter board of directors on events/activities
- Serves in an advisory capacity to the chapter president and is ex-officio on chapter board
- Supported by Chapter Handbook and other resources, including Alumni Association staff

The role of Chapter Board is to:

- Provide leadership of the chapter
- Complete functions within the chapter (i.e. secretary takes minutes, treasurer prepares check requests, chair of membership contact general alumni to solicit for memberships)
- Collaborate with the college, chapter liaison, Alumni Association board, and staff
- Attend chapter events/provide support for registration, programing, and logistics

Below, a chart outlining specific duties for each component of the Chapters program:

UNLVAA	AE&AG Staff	Chapter	College/School
Provide Policy and Procedures for recognition of association chapters and clubs	Provide support to chapter boards by advising on operations and alumni engagement tactics	Maintain chapter function to meet expectations set in UNLVAA Policies and Procedures	Represent interests of the college/school. Ensure chapter goals align with their initiatives
Directly support Chapters and Clubs by attending meetings and events	Maintain accurate records of time and volunteers, and complete paperwork	Officer will provide leadership and direction for chapter operations	Provide event planning and logistical support to chapters

Provide funding, when available, to support chapter and club operations	Provide access to volunteer resources, how-to guides, and chapters and clubs handbook	Collaborate with UNLVAA Board, Staff, and college/school to serve alumni needs	Prepare event information for marketing efforts and communicate to AE&AG staff
Chapters and Clubs Committee - advisory group on policies and procedures. (camaraderie with volunteer leadership and practice sharing)	Provide communications support for alumni engagement activities (website, emails, event registrations, etc.)	Complete all officer functions within the chapter – Secretary, Treasurer, board development, etc.	Work with board members to schedule meetings and prepare materials for the meetings
Ensure local and federal compliance to maintain non-profit status	Inform and update board members of UNLVAA on chapters and clubs activity	Attend chapter events to provide adequate experience to guests	Provide an update from the college/school at each chapter board meeting
Comply with NSHE audits and ensure policies and procedures are adhered to	Assist volunteers with event planning to ensure logistics and guests' experience	Attend and support UNLVAA events and participate in planning and execution	Attend AE&AG meetings, report college/school/ chapter updates
Maintain chapter finances, serve as accountant, manage banking	Attend engagement events to provide volunteer support when requested	Be a philanthropic stewards and participate in Scarlet Loyal program	Attend Chapter Liaison meetings and collaborate with staff/other liaisons
	Ast. Dir. Vol. Relations provides consistent, effective communication		Keep in communication with Ast. Dir. Vol. Relations

Chapter and Club - Suspension and Dissolution

The Office of Alumni Engagement, Alumni Association Board of Directors, its Executive Committee and the UNLV Alumni Association are committed to assisting recognized chapters to be viable and successful. When chapters are unable to meet the minimum maintenance requirements, they may face suspension or dissolution. The following describes the circumstances and procedures that apply when this becomes necessary.

- **Suspension and Dissolution by the Chapter:** A chapter may be suspended if there is no longer an interest or ability by the leadership or its board members to maintain the chapter. The Chapters & Clubs Committee of the Alumni Association will acknowledge the suspension when it receives notification from the Chapter President of such a situation. The Chapters & Clubs Committee shall then promptly inform the Legacy Board of Directors and the Executive Committee

of the chapter's suspension status.

- If after one year from the date of suspension the chapter has not been reactivated, then the chapter may be dissolved by a majority vote of the Chapters & Clubs Committee or Executive Committee of the UNLV Alumni Association.
- **Suspension/Dissolution Process:** The Chapters & Clubs Committee or the Association's Executive Committee may suspend a chapter if it fails to meet the maintenance requirements as previously outlined. When suspension or dissolution becomes necessary, the following due process will be followed:
1. A written notification of suspension will be sent to the Chapter President by the president of the Alumni Association. This notification shall include a request to participate in a meeting between the Executive Committee, Chapters & Clubs Chair, and chapter leadership to discuss the status and/or possible alternatives for the continued viability of the chapter. If an in-person meeting is not possible, then alternative communication methods should be worked out between the Executive Committee and chapter leadership.
 2. Depending on the outcome of this meeting, the Executive Committee will make a recommendation regarding the chapter's ongoing status (continuance, suspension, or dissolution) to the Chapters & Clubs Committee and the Alumni Board.
 3. If after one year from the date of suspension, the chapter is not reactivated, then the chapter may be dissolved by a majority vote of the Alumni Board or Executive Committee

Chapter Bylaws - Example

BYLAWS OF
UNLV **GREENSPUN COLLEGE OF URBAN AFFAIRS** ALUMNI CHAPTER
OF THE UNIVERSITY OF NEVADA, LAS VEGAS ALUMNI ASSOCIATION, INC.

PREAMBLE

The University of Nevada, Las Vegas (UNLV) Alumni Association's (the "Association") Chapters and Clubs play a critical role in the success of the Association, and therefore also to the university's overall mission and success. Alumni Chapters (college or unit-based) and Clubs (geographically-based or special interest-based) are groups of UNLV alumni, supporters, and friends; these groups exist to promote the university, the Association, and their group through communications, community relations, student recruitment, scholarship fundraising, fellowship, networking, and other activities.

It is necessary for the Association to ensure alignment of our individual and collective efforts, optimize resources, and identify areas of shared responsibility to the university. They are articulated as follows:

The Greenspun College of Urban Affairs Alumni Chapter (the "Organization") will be governed by three documents. The first is the Association Bylaws, which sets forth the overall governance of the Association and its component members, programs, and Organizations. The second is the Organization's Bylaws that determines the internal governance of the Organization. The third is the Chapters and Clubs Handbook and policies/procedure which determines the particular rights and obligations between the Organization and the Association.

ARTICLE 1

NAME AND OFFICES

1.1. **Name.** The name of the Organization is the UNLV Greenspun College of Urban Affairs Alumni Chapter (the "Organization"). The group is a Sub-organization of the UNIVERSITY OF NEVADA, LAS VEGAS ALUMNI ASSOCIATION, INC., a Nevada Non-Profit Corporation (the "Association").

1.2. **Charter.** This Organization's charter, having been granted the Association's Board of Directors, is subject to revocation and suspension by said body.

1.3. **Offices.** The principal offices of the Organization shall be in the office of the Executive Director of the UNLV Association, 4505 S. Maryland Parkway, Campus Box 451010, Las Vegas, Nevada 89154, and such other offices as the Board of Directors may from time to time authorize.

1.4. **Records.** Accurate and complete copies of the Bylaws, all amendments thereto, as well as copies of minutes of meetings and written consents in lieu of meetings of the Board of Directors, shall be kept at the registered office of the Organization for inspection by those persons who possess a legal right to inspect such records.

1.5. **Seal.** The Organization has been assigned an official Seal by the Association and will use the Seal in official business matters.

ARTICLE 2

PURPOSE

2.1. **Mission Statement.** The Organization is the driving force behind a strong relationship between UNLV and its alumni and friends through outreach, engagement, and philanthropy for the benefit of UNLV.

2.2. **Objectives.** The Organization will:

2.2.1. Serve as the principal voice of the Organization's alumni to the UNLV administration and community leaders.

2.2.2. Mobilize a global network of proud alumni and friends in lifetime service to the university.

2.2.3. Inspire alumni and friends to advocate for UNLV's interests as a catalyst for the greater good.

2.2.4. Champion a culture of philanthropy and giving back to the university.

2.2.5. Elevate the importance of alumni engagement through intentional communications.

2.2.6. Partner with the university to build a strong infrastructure to ensure the success of the organization's strategic objectives.

ARTICLE 3

MEMBERSHIP

3.1. **Members.** Members of the Organization must be Graduates of UNLV.

ARTICLE 4

MEETINGS

4.1. **Meetings of Members.** Meetings of Members may be called at any time by the President or by a majority of the Board or upon the request of 50 percent or more Members requesting said meeting in writing by petition filed with the Executive Director. Notice of such meetings shall set forth the time, place, and general nature of the business proposed to be transacted thereat. Notices shall be given by electronic communication, mail, or by announcement in the official publication of the Organization. Notice shall be sent at least 30 days prior to the date set for such meetings to each Members' last known address.

4.2. **Annual Meeting.** The Annual Meeting of the Board of Directors of the Organization shall be held before December 15 of each year at an agreed upon time, in the principal office of the Organization, or at such other place that the Board of Directors may provide.

4.3. **General Board Meetings.** Shall be held at least quarterly and including the months of January (a planning retreat) and November/December (elections) at a location in the geographic region of the Organization, or at such other time or place that the President shall from time to time designate.

4.4. **Quorum.** A quorum shall consist of more than 50 percent of the voting Directors present at the Board Meetings. Directors present at a duly noticed or held and convened a meeting of the Board at which a quorum was initially present may continue to conduct business until adjournment notwithstanding the subsequent withdrawal of sufficient Directors to constitute a quorum. However, in the absence of a quorum, no question can be decided, other than to adjourn the Meeting to another time for which other notice need not be given.

4.5. **Meeting Procedure.** Parliamentary procedure at all Board Meetings shall be regulated by Roberts Rule of Order, unless otherwise provided in these Bylaws or in the Articles.

4.6. **Meeting Attendance.** If any Director should fail to attend at least 75 % of regular Board meetings (inc. the annual Board Retreat as a meeting) during the calendar year, the non-attending Director may be removed from the board.

4.7. **Proxies.** Proxies shall not be used for voting, determination of quorum or any other purpose, including, without limitation, voting by the Board of Directors.

4.8. **Open Meetings.** All Board meetings shall be open to all General Members, but attending Members shall not disrupt the discussion or vote in the transaction of any business before the Board.

4.9. **Board Authority.** Except as restricted by the Articles, the Bylaws or by law, (i) the Board is invested with the authority to manage the affairs of the Organization, and (ii)

the vote of a majority of the Directors present at a Meeting at which a quorum of Directors is present shall be necessary for and sufficient to constitute the act of the Board. The Board of Directors shall perform any and all duties imposed on them by the Articles, these Bylaws or by law.

4.10. Action by Written Consent. To the extent permitted by applicable law, action may be taken without a meeting if a written consent to such action is signed by a two-thirds (2/3) majority of the Directors then serving. Written consents shall be valid upon receipt by the President including those transmitted via e-mail. An email message from a Director assenting to an action shall qualify as a signed written consent by that Director so long as the e-mail is transmitted from the Director's e-mail on file with the Association and the Director's written consent to the specific action is stated clearly in the e-mail. Whenever action is taken by written consent, a meeting need not be called, noticed or convened.

ARTICLE 5

DIRECTORS AND THEIR ELECTION AND DUTIES

5.1. Directors. The governing body of the Organization shall be called Directors, and shall consist of a Board of at least five (5) elected Members who shall each have received a degree from UNLV. Directors shall serve without compensation. Members of the Board of Directors shall elect the Directors in accordance with the Bylaws and such additional election procedures as the Board may from time to time adopt.

5.1.1. Minimum Contribution. Each elected Director will be required to donate a minimum of \$250 per calendar year (January 1 to December 31) to the [Urban Affairs Alumni Chapter](#). The funds will be used for the Chapter's initiatives and activities throughout the year. The Donation may come from individual director or a pool of funds from other donors the director identifies.

5.1.2. Non-Voting Members. The [Urban Affairs Alumni Chapter](#) will elect four (4) Non-Voting Directors to the Board to assist with succession planning. These Directors are not required to make the \$250 donation.

5.2. Election Cycle and Term. Election of the Board shall be staggered with one-half (1/2) of the Directors being elected at each Annual Meeting. Each Director elected will serve for a term of two (2) years, and until a successor Director shall be elected and qualified. No Director may serve more than three (3) terms for a total of six (6) years on the Board. When necessary, an exception to the term limit shall be made for those holding the office of Vice President, President, or Immediate Past President. In the event any Director is elected to fill the remainder of the vacated term, that Director's time of service serving out the vacated term (i.e. a term of less than two (2) years) shall not count towards the maximum number of consecutive full two (2) year terms to which

that Director is eligible to be elected. After serving the maximum number of consecutive full two (2) year terms allowed by this Section 5.2, no Member may be re-elected to the Board of Directors within two (2) years of the final day of his/her third consecutive full two (2) year term.

5.3. Election Procedure. Any Member may, submit to the Board written nominations of candidates for the Board election at least thirty (30) days before each Annual Meeting. At least fifteen (15) days prior to each Annual Meeting, the Association will distribute to its Board of Directors ballots listing all qualified nominees.

5.3.1. Each annual Director election shall be conducted by written ballot of the Directors. The qualified nominees listed on the ballot who receive the highest total number of votes from all Members of the Board of Directors will be elected and immediately assume their duties. In the event of a tie, the board of directors shall break the tie by conducting a run-off election. The winner shall thereafter immediately assume the duties of a director.

5.4. Immediate Past President. In addition to the elected Directors, each immediate Past-President of the Organization shall be a voting Director of the Board for the period immediately following such term of Presidency.

5.5. Removal of Directors. In addition to the other reasons provided in this Article, any Director may be removed for good cause as determined by a vote of two-thirds (2/3) of the Directors then present at a duly noticed or held meeting at which a quorum is present.

5.5.1. Should any Director cease to be a Member, or should any vacancy on the Board arise for any cause whatsoever, the Board Development Committee may nominate one or more persons for the vacancy. Directors or School staff shall recommend names of prospective nominees to the Board Development Committee. At the next meeting of the Board, an election shall be held of those nominated and the person receiving the highest number of votes shall fill the vacancy for the unexpired term of the Director replaced.

5.6. Ex Officio Members. Individuals holding the following positions at the university or by the nature of their employment with the [Office of Alumni Engagement and Annual Giving](#) or the Division of Philanthropy and Alumni Engagement will serve as Ex Officio Members, but will not be Directors and will have no voting rights:

1. Executive Director of the Association or their designee
2. Alumni Engagement staff person(s) in college/unit – Chapter Liaison
3. Dean of the college or unit

ARTICLE 6

OFFICERS and THEIR ELECTION, MEETINGS and DUTIES

6.1. **Officer Positions.** The Organization Officers shall consist of a President, a President Elect/Vice President, a Secretary, a Treasurer, Immediate Past President, and another officer of the board's choice (member at large), all of whom shall be Directors of the Organization and shall serve without compensation.

6.2. **Officer Terms.** The Officers will serve one (1) year terms each commencing on January 1 and ending December 31. Officers may be elected to the same Officer position for a maximum of two (2) consecutive terms of one (1) year each.

6.3. **Officer Election.** The Board shall elect the Officers to their respective offices annually. The election will take place at the annual meeting each year.

6.3.1. **Nomination.** Nominations for Officers will be due to the Board Development Committee no later than August 20. The Board Development Committee will gather all the Board Officer nominations and distribute candidate materials to the Directors prior to the Annual Meeting. Directors not nominated by the Board Development Committee who wishes to self-nominate, may submit a letter of interest and resume to the Directors.

6.3.2. **Process.** The elections will be conducted by written ballot. Candidates for each position will be given up to two (2) minutes to speak about their candidacy.

6.3.3. **Election Committee.** The President will appoint an Election Committee to provide, count and report on ballots in the manner provided for the election of Officers. A simple majority of the voting Directors is required for election. If there are more than two candidates for any office and none obtain a majority, the two with the largest number of votes will have a runoff election. If there is an unbreakable tie, a single coin flip shall determine the winner.

6.4. **Removal of Officers.** An Officer may be removed at any time with or without cause by a majority vote of the Directors at a properly noticed meeting where a quorum is present.

6.5. **Resignation of Officers.** An Officer may resign at any time by submitting a written resignation to the President. The President may resign by submitting a written resignation to the Executive Director or their designee.

6.6. **Officer Vacancy.** If a vacancy occurs in an office, the executive committee will propose a replacement, to be confirmed by the Board of Directors. If no viable candidates are in the current board, the executive committee may appoint a new officer on an interim basis. Any such appointee shall serve for the unexpired term of the Officer

replaced. In such a situation, the unexpired term of the departed Officer does not count against the maximum elected terms allowed to be served by the replacement Officer as set forth in Section 6.2 above.

6.7. Executive Committee. There shall be an Executive Committee that shall be comprised of the President, the President Elect/Vice President, the Secretary, the Treasurer, and Immediate Past President. The Executive Committee shall govern the Organization affairs on a daily basis in conjunction with the Organization's professional staff. The Executive Committee will meet on a regular basis at the call of the President, and will report all of its actions to the Board.

6.8. Board Development Committee. The Board Development Committee shall be comprised of the following: three (3) current Directors, the Organization's Professional Staff serve as ex-officio, and the Immediate Past President will serve as Chair. The committee shall endeavor to create a diverse pool of applicants for Directors and Officers positions and recommend candidates for the Board's approval.

6.9. Other Committees. The President may create committees and appoint members from the Organization's membership to serve as Chair and Members of the Committees as the President deems necessary.

6.10. Chapters may establish Sub-Chapters based on school or other affiliations. Sub-Chapters must comply with all Alumni and Chapter Bylaws and policies and procedures of the Funding for Sub-Chapters shall be determined by the respective Chapter Board. The Chapter shall include a seat on the Chapter Board for each president of a Sub-Chapter. Chapters shall establish procedures for the development, recognition and oversight of their respective Sub-Chapters. Sub-Chapters are subject to periodic reviews by the Chapter Board to determine if they are still in good standing and providing a benefit to the Chapter Board.

6.11. President. The President shall (i) preside at all Meetings of the Members and at all Meetings of the Board, (ii) serve as a liaison to the UNLV Administration and the Association, and (iii) meet directly with the Association President/staff and others on behalf of the Organization, and (iv) Appoint committee chairs. The President shall also have the appointment and other powers provided in the Bylaws and otherwise by law.

6.12. Vice President. The President Elect/Vice President shall assume the duties of the President during the President's absence including without limitation the duty to preside over Meetings of the Members or the Board of Directors and to represent the Organization and (ii) will be the official liaison for all committee chairs and those chairs will report directly to this officer. Ideally, the Vice President will assume the office of President for a two (2) year term following his or her term as Vice President.

6.13. **Secretary.** The Secretary shall verify that the following records are kept and maintained: a) minutes of Executive Committee and Board Meetings; b) Membership List; and c), all Organization books and records, except for the financial books and records which are the responsibility of the Treasurer. The Secretary shall also ensure that any required notice of all Membership and Board Meetings is provided and work with Association Staff to complete this.

6.14. **Treasurer.** The Treasurer shall verify that the financial books and records of the Organization are kept and maintained, prepare financial statements, and report on the Organization's financial condition at all Meetings of the Members, Board, and Executive Committee.

6.14.1 The Treasurer shall also provide a budget vs. actual reconciliation for the fiscal year as well as a profit and loss statement for any fundraising or membership events. The Treasurer shall also create a prospective annual budget for the Chapter and submit to the Board for review and approval pursuant to a schedule or subject to a submission deadline as determined by the Board in its sole discretion.

6.15. **Immediate Past President.** The Immediate Past President will chair the Board Development Committee and Election Committee and serve as an advisor to the President.

6.16. **Member at Large.** This officer position should serve at the will of the Executive Committee and duties should coincide with carrying out the Organization's strategic plan and special projects of the Association, Organization, Committees, or University.

6.17. The Board shall elect one representative (preferably the President) to the UNLV Alumni Board of Directors to serve as a Type 2 Director from the Chapter Board. This person will attend required meetings and as many special meetings as possible, make reports to the Board, represent the interests of the Chapter at meetings, and regularly report to the Board on the activities of the Alumni.

ARTICLE 7

ANNUAL BUDGET and USE OF FUNDS

7.1 As stated in Section 6.13 above, an annual budget shall be developed and produced by the Treasurer subject to approval by a majority of the Board. Any major subsequent changes in the annual budget must also be approved by a majority of the Board.

7.2 Requests for use of Chapter funds by non-Board members shall be submitted in accordance with the Chapter Funding Request policies and procedures. All Chapter Funding Requests in excess of \$1,000 per event must be approved by a majority of Directors entitled to vote. In the event a Board vote cannot take place, a simple majority of the Executive Committee may approve Funding Requests up to \$1,000 (or \$2,000 in aggregate for the Fiscal Year) within the approved budget.

7.2.1 Priority for Chapter Funding Requests shall be to Members of the Chapter or the School's alumni, unless otherwise approved by a majority vote of the Board. Other requests will be evaluated in conjunction with the approved annual budget and alignment with the Chapter's Mission and funding objectives.

7.2.2 Submission of the funding request shall be made through the chapter liaison unless otherwise stated in chapter policies and procedures.

7.2.3 Policies and procedures for Chapter funding requests:

- A. All funding requests shall be made using a Board approved "Funding Request" form which describes the nature of the request.
- B. Recognition of the Chapter as a sponsor or co-sponsor must be included in all printed materials.

ARTICLE 8

DISSOLUTION

8.1 In the case of dissolution, the assets of the Organization shall be first disbursed in payment of all indebtedness of the Organization. Any remainder shall be retained by the Association.

ARTICLE 9

AMENDMENT TO BYLAWS

9.1 The Bylaws may be amended by the vote of a majority of a quorum of the Directors; provided that a copy of the proposed changes were given to each Director prior to such Meeting; and provided further that any change in the Organization Bylaws shall be coordinated with and approved by the Association Board of Directors.

THE FOREGOING BYLAWS WERE DULY READ, CONSIDERED, DISCUSSED, AND APPROVED BY A MAJORITY OF THE BOARD OF DIRECTORS CONSTITUTING A QUORUM AT A MEETING DULY HELD ON _____.

IN WITNESS WHEREOF, the President and Secretary of the Organization have subscribed to this instrument on the day and year above written.

**GREENSPUN COLLEGE OF URBAN AFFAIRS ALUMNI CHAPTER
OF THE UNIVERSITY OF NEVADA, LAS VEGAS ALUMNI ASSOCIATION, INC.**

By _____
President of Greenspun College of Urban Affairs Alumni Chapter _____
Date

By _____
Secretary of Greenspun College of Urban Affairs Alumni Chapter _____
Date

By _____
UNLV Alumni Association _____
Chair of Chapters and Clubs Date