Alumni Clubs
Handbook
Introductory Letter

Alumni 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 Club. Alumni 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 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 Club. Again, we thank you for your commitment and look forward to working with you in the future.

Sincerely,

Chad Warren
Executive Director, UNLV Alumni Association
Alumni Clubs - Purpose

Alumni 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 clubs provide our alumni with the opportunity for professional and social interaction, and volunteer opportunities that benefit both UNLV and the individual. Through Alumni 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 two types of Alumni Clubs:

➢ **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.

There are also 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.).

Alumni 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 Club

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

1. Define your club by the constituents you aim to serve (i.e. Veterans Club)

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 club (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 club 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 club, all guidelines within this handbook must be addressed and followed or the club may be dissolved by the Alumni Association.
Petition Process - Alumni Club Status

To be recognized by the association, clubs 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.

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. **Club 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 club

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 club’s goals for engagement and how your club 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 club 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 club bylaws

3. Alumni club board of directors roster including graduation date, degree, and major

4. Include a letter of support from your sponsoring unit
Presentation:

Your club 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 club 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/clubs.

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

Each club will receive the following benefits from the association:
- Designated fund for club donations
- Use of logo/intellectual property
- Use of Alumni Engagement resources (staff, building, website, e-flashes, etc.)

Clubs - Benefits and Support

- **Program Manager**: An alumni staff member is charged with the management of the clubs 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 club events.
- **Custom Web Pages**: Opportunity to build custom web pages for alumni club. See [Veterans Club](#) as an example.
- **Club Handbook**: A guide is maintained with information on club events, activities, and organization.
- **Alumni Leader Advisory**: An e-newsletter for club board members, academic deans and applicable staff, association board, and alumni staff to apprise them of pertinent items for club leaders. Content may be used for club 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 club and can assist with placement in the magazine.

- **Use of Logos/Intellectual Property**: Use of UNLV Alumni and club 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 dues payments, issuing membership cards, maintaining membership benefits, 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 club. Download the worksheet to begin the process.

- **Promotion Assistance**: The association promotes events through email blasts, print newsletters, and social media. Club events can be placed in these communication tools.

- **Funding**: Clubs must submit Annual Reports in order to apply for additional funds from the Alumni Association. The completed reports are due June 30 annually.

- **Facility Use**: The Richard Tam Alumni Center is available to clubs for alumni events. See the Guidelines for Scheduling University Facilities for more details.

- **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 Club 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 Club Liaison**

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

Two (2) clubs have a dedicated staff member assigned to alumni work, meaning their job description includes support of alumni activities. These clubs are:

- Veterans
- Native American

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

The role of Club Liaisons is to:

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

The role of Club Board is to:

- Provide leadership of the club
- Complete functions within the club (i.e. secretary takes minutes, treasurer prepares
check requests, chair of membership, contact general alumni to solicit for memberships)

- Collaborate with the college, club liaison, Alumni Association board, and staff
- Attend club events/provide support for registration, programing, and logistics

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

<table>
<thead>
<tr>
<th>UNLVAA</th>
<th>AE&amp;AG Staff</th>
<th>Club</th>
<th>College/School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide Policy and Procedures for recognition of association clubs</td>
<td>Provide support to club boards by advising on operations and alumni engagement tactics</td>
<td>Maintain club function to meet expectations set in UNLVAA Policies and Procedures</td>
<td>Represent interests of the college/school. Ensure club goals align with their initiatives</td>
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<tr>
<td>Directly support Clubs by attending meetings and events</td>
<td>Maintain accurate records of time and volunteers, and complete paperwork</td>
<td>Officer will provide leadership and direction for club operations</td>
<td>Provide event planning and logistical support to club</td>
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<tr>
<td>Provide funding, when available, to support club operations</td>
<td>Provide access to volunteer resources, how-to guides, and club handbook</td>
<td>Collaborate with UNLVAA Board, Staff, and college/school to serve alumni needs</td>
<td>Prepare event information for marketing efforts and communicate to AE&amp;AG staff</td>
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<tr>
<td>Chapters and Clubs Committee - advisory group on policies and procedures. (camaraderie with volunteer leadership and practice sharing)</td>
<td>Provide communications support for alumni engagement activities (website, emails, event registrations, etc.)</td>
<td>Complete all officer functions within the club – Secretary, Treasurer, board development, etc.</td>
<td>Work with board members to schedule meetings and prepare materials for the meetings</td>
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<tr>
<td>Ensure local and federal compliance to maintain non-profit status</td>
<td>Inform and update board members of UNLVAA on clubs activity</td>
<td>Attend club events to provide adequate experience to guests</td>
<td>Provide an update from the college/school at each club board meeting</td>
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<tr>
<td>Comply with NSHE audits and ensure policies and procedures are adhered to</td>
<td>Assist volunteers with event planning to ensure logistics and guests’ experience</td>
<td>Attend and support UNLVAA events and participate in planning and execution</td>
<td>Attend AE&amp;AG meetings, report college/school/ club updates</td>
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<td>Maintain club finances, serve as accountant, manage banking</td>
<td>Attend engagement events to provide volunteer support when</td>
<td>Be a philanthropic stewards and participate in Scarlet Loyal program</td>
<td>Attend Chapter/Club Liaison meetings and collaborate with staff/other</td>
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<tr>
<td>Ast. Dir. Vol. Relations provides consistent, effective communication</td>
<td>Keep in communication with Ast. Dir. Vol. Relations</td>
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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 clubs to be viable and successful. When clubs 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 Club: A club may be suspended if there is no longer an interest or ability by the leadership or its board members to maintain the club. The Chapters & Clubs Committee of the Alumni Association will acknowledge the suspension when it receives notification from the Club President of such a situation. The Chapters & Clubs Committee shall then promptly inform the Legacy Board of Directors and the Executive Committee of the club’s suspension status.

○ If after one year from the date of suspension the club has not been reactivated, then the club 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 club 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 Club 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 club leadership to discuss the status and/or possible alternatives for the continued viability of the club. If an in-person meeting is not possible, then alternative communication methods should be worked out between the Executive Committee and club leadership.

2. Depending on the outcome of this meeting, the Executive Committee will make a recommendation regarding the club’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 club is not reactivated, then the club may be dissolved by a majority vote of the Alumni Board or Executive Committee.
Club Bylaws - Example

BYLAWS OF
UNLV VETERANS ALUMNI CLUB
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 Veterans Alumni Club (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 determine 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 VETERANS ALUMNI CLUB (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 and veterans or a current service member of the U.S. Armed Forces.

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 of 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 meeting 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 on 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 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 percent of regular Board meetings (including 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-third (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.

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**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 (Board) shall elect the Directors in accordance with the Bylaws and such additional election procedures as the Board may from time to time adopt.

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 the 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.

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 Organization 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 the vote of two-thirds (2/3) of the Directors then present at a duly noticed or held meeting at which a quorum is present.

5.6. **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. Staff person from Military and Veteran Services Center

**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.

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 may be submitted by any member in good standing to the Board of Directors no later than August 20. The Board of Directors will gather all the Board Officer nominations and distribute candidate materials of any member nominated to the Directors fourteen (14) days prior to the Annual Meeting.

   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 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.

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. **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.

6.9. **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.

6.10. **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.

6.11. **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.

6.12. **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.

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

6.14. **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.

**ARTICLE 7**

**DISSOLUTION**

7.1 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 8**

**AMENDMENT TO BYLAWS**

8.1 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 INTERIM BOARD OF DIRECTORS CONSTITUTING A QUORUM AT A
MEETING DULY HELD ON ___________________.

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

**VETERANS ALUMNI CLUB**

**OF THE UNIVERSITY OF NEVADA, LAS VEGAS ALUMNI ASSOCIATION, INC.**

By____________________________________   ________________
Interim President of Veterans Alumni Club   Date

By____________________________________   ________________
Interim Secretary of Veterans Alumni Club   Date

By____________________________________   ________________
UNLV Alumni Association
Chair of Chapters and Clubs   Date