

Constitution and Bylaw Template

Constitution

Article I—NAME

Section 1. The name of this organization shall be _____ of the University of Nevada Alumni Association, Inc.

Article II—PURPOSES*

Section 1. The purposes for which this Chapter is formed are:
A.
B.
C.

* Number of purposes may vary.

Article III—POWERS

Section 1. In furtherance of the purposes described in Article II, the Chapter shall have all the powers as are permitted by the laws of the State of Nevada and by the University of Nevada Alumni Association, Inc.

Article IV—MEMBERS

Section 1. Any person who is an alumni, student, friend, etc. of the University and Community College System of Nevada upon application may be a member with all the rights, interests, and privileges of membership.

Section 2. (Dues Paying Chapters)
Each member who is current in payment of dues shall be entitled to one vote in the affairs of this Chapter, as provided in this constitution and bylaws.

(Non-Dues Paying Chapters)
Each member shall be entitled to one vote in the affairs of this Chapter, as provided in this constitution and bylaws.

Article V—GOVERNMENT

Section 1. The government of the Chapter shall be vested in a Board of Directors consisting of at least _____ members as provided in the bylaws.

Section 2. The names and addresses of the initial directors who shall serve until their successors have been elected pursuant to the bylaws to be adopted subsequently and qualified are as follows:



	President's Address
President	
	First Vice President's Address
First Vice President for <i>Programs</i> *	
	Second Vice President' Address
Second Vice President for <i>Membership</i> *	
	Secretary's Address
Secretary	
	Treasurer's Address
Treasurer	

* Please note that the titles and number of officers may change depending on how your chapter is structured.

Article VI—MEMBER

Section 1. The powers, and privileges of the members of the Chapter shall be such as specified in the constitution and bylaws.

Article VII—AMENDMENTS

Section 1. The Board of Directors of the Chapter may adopt, alter and repeal the constitution and bylaws by a 2/3 majority vote at a duly called meeting subject to the power of the members of the Chapter to change or repeal such action.

Bylaws

Article I—MEETINGS

- Section 1. Meetings shall be held at such times and places as determined by the Board of Directors with a minimum of four meetings and/or two events per year being scheduled. Additional meetings of the members for any purpose or purposes whatsoever shall be held at such time and place as called for by the President at the request of three or more members of the Board of Directors.
- Section 2. A quorum shall consist of a majority of the Board of Directors present.
- Section 3. Robert’s Rules of Order, Revised, shall govern the organization in all cases to which they are not inconsistent with the Bylaws or any special rule of order of this chapter.

Article II—BOARD OF DIRECTORS

- Section 1. The Board of Directors shall consist of all duly elected officers plus the outgoing President and Vice Presidents.
- Section 2. The Board of Directors shall meet as designated by the President to meet minimum requirements of Article I.

Article III—OFFICERS

- Section 1. Duly elected officers shall consist of: (1) President, (2) First Vice President, (3) Second Vice President, (4) Secretary, and (5) Treasurer.
- Section 2. The election of officers shall take place _____.
Term of office for each of the elected officers shall be _____ year period, or until his or her successors are elected.
- Section 3. All duly elected officers must be _____ (I.e. have been a member of the chapter for at least 2 years, Native American, etc.)
- Section 4. Officers appointed by the Board of Directors shall consist of, including but not limited to, _____ (I.e. Historical/Archivist, Public Relations Specialist, etc.)
- Section 5. Offices vacated between elections shall be filled by appointment for the remaining term by the Board of Directors.

Article IV—DUTIES OF OFFICERS

- Section 1. Duties of the President shall be _____

Section 2. Duties of the First Vice President shall be _____

Section 3. Duties of the Second Vice President shall be _____

Section 4. Duties of the Secretary shall be _____

Section 5. Duties of the Treasurer shall be _____

Article V—DISSOLUTION

Section 1. The Chapter may be dissolved by a _____ majority vote of its members who are in good standing. In the event of dissolution, the property of the Chapter shall be distributed by the Alumni Association.

Article VI—DUES (if applicable)

Section 1. Dues shall be determined by the Nevada Alumni Association and each chapter.

Article VII—COMMITTEES (if applicable)

Section 1. *Place any committee specifics here.*

Article VIII—SCHOLARSHIP FUND (if applicable)

Section 1. The purpose of the scholarship fund shall be _____

Section 2. Auditing of the scholarship shall take place by _____

Section 3. The scholarship shall be distributed by _____

This Constitution and Bylaws is adopted on
_____, 20__ at the University
of Nevada, Reno.

President

First Vice President

Second Vice President

Treasurer

Secretary