BYLAWS of the Division of Development and Alumni Relations
UNIVERSITY OF NEVADA, RENO
Approved by the Division Faculty June 17, 2010
Approved by the Vice President June 23, 2010
Approved by the President March 25, 2011

Table of Contents

1.0 Definitions
   1.1 Unit Bylaws
   1.2 Unit
   1.3 Department
   1.4 Sub-Department

2.0 Bylaws
   2.1 Authorization
   2.2 Scope of the Unit Bylaws
      2.2.1 Departmental Bylaws
   2.3 Adoption of the Unit Bylaws
      2.3.1 Unit Voting Rights
   2.4 Amendment of Unit Bylaws
   2.5 Administration of Unit Bylaws
   2.6 Interpretation of Unit Bylaws

3.0 Organization
   3.1 Unit
   3.2 Departments
   3.3 Committees and/or Functional Groups
      3.3.1 Management Council

4.0 Personnel Policies and Procedures
   4.1 Evaluation of the Vice President
   4.2 Evaluation of Faculty other than the Vice President
      4.2.1 Evaluation Form
      4.2.2 Evaluation Criteria
      4.2.3 Evaluation Time Table
   4.3 Merit Compensation

5.0 Search Procedures
   5.1 Search Procedures
1.0 Definitions

1.1 Unit Bylaws
The Bylaws of the University of Nevada, Reno Development and Alumni Relations unit.

1.2 Unit
The entire organization reporting to the Vice President for Development and Alumni Relations.

1.3 Department
Those organizations whose managers report to the Vice President for Development and Alumni Relations and the Associate Vice President for Development and Alumni Relations.

1.4 Sub-Departments
Those organizations whose managers report directly to unit department managers.

2.0 Bylaws

2.1 Authorization
These Unit Bylaws are authorized by the University of Nevada, Reno Bylaws as documented.

2.2 Scope of the Unit Bylaws
The Unit Bylaws provide for the organizational and administrative structure and personnel policies and procedures for the faculty of the unit and shall be consistent with, and act as a supplement to, the Board of Regents Handbook. The Unit Bylaws are not intended to serve as operating procedures.

2.2.1 Department Bylaws
The Unit Bylaws will also serve as Departmental Bylaws for all the departments as agreed to by 2/3 majority vote of the department faculty in a written secret ballot and after approval of the Vice President for Development and Alumni Relations.

2.3 Adoption of Both Unit Bylaws and Amendments to Unit Bylaws
The Unit Bylaws shall be in force upon: 1) approval by the faculty of the unit, which shall be by at least a majority of those voting; 2) approval by the Vice President for Development and Alumni Relations; and 3) approval by the President.

2.3.1 Unit Voting Rights
Faculty members shall be entitled to a vote as provided in the University of Nevada, Reno Bylaws.

2.4 Amendment of Unit Bylaws
Any faculty member of the unit may propose amendment of the Unit Bylaws by written recommendations through the unit chain of command. If approved at the department level, such recommendations will be brought before the Vice President for Development and Alumni Relations and department managers for
resolution. Minor editorial changes which do not affect the content or meaning will be made without formal amendment.

2.5 Administration of Unit Bylaws
The responsibility for publication and distribution of the Department and/or unit bylaws shall rest with the Vice President for Development and Alumni Relations or his designee. All unit faculty will receive a copy of all approved bylaws and all approved amendments.

2.6 Interpretation of the Bylaws
Interpretation of the Unit Bylaws shall be the responsibility of the Associate Vice President for Development and Alumni Relations.

3.0 Organization

3.1 Unit
The University is divided into major constituent parts such as colleges, schools, academic support units, research units and service units. The Development and Alumni Relations unit is one such major constituent part.

3.2 Departments
The unit is divided into the following departments and the manager of each of these departments reports to the Vice President for Development and Alumni Relations:
  - Administration
  - Alumni Relations
  - Annual Giving
  - Development
  - Donor Relations
  - Financial Services and Records
  - Nevada Silver & Blue
  - Prospect Management and Research
  - Planned Giving
  - Trustee Relations
  - University Events

3.3 Committees and/or Functional Groups
The Vice President for Development and Alumni Relations may establish and appoint committees and/or functional groups.

3.3.1 Management Council
This group consists of all unit department managers and is chaired by the Vice President for Development and Alumni Relations. The purpose of this group is to serve in an advisory capacity to the Vice President for Development and Alumni Relations and department managers, as well as
to provide a two-way path of communication between the group members and the unit faculty and staff.

4.0 Personnel Policies and Procedures

All policies, practices, and procedures affecting the faculty of the unit are contained in the University of Nevada, Reno Bylaws, and only supplemental policies, practices and procedures are shown here.

4.1 Evaluation of the Vice President

The Vice President will be evaluated as specified in the University of Nevada, Reno Bylaws.

4.2 Evaluation of Faculty Other Than the Vice President

Each faculty member shall be evaluated as specified in the University of Nevada, Reno Bylaws.

4.2.1 Evaluation Form

Each Faculty evaluation shall be done on the standard University of Nevada, Reno “Evaluation/Performance Review for Administrative Faculty” form.

4.2.2 Evaluation Criteria

Each faculty evaluation shall be done using the criteria which are a part of the University of Nevada, Reno “Evaluation/Performance Review for Administrative Faculty” Form.

4.2.3 Evaluation Timetable

Evaluations shall be performed in accordance with the timetable documented in the “Evaluation Procedures for Administrative Faculty” which are part of the University of Nevada, Reno “Evaluations/Performance Review for Administrative Faculty” form.

4.3 Merit Compensation

Merit Compensation, if available, will be distributed following the university-wide method approved by the President.

5.0 Search Procedures

5.1 Search Procedures

Procedures for the appointment of all unit faculty shall follow the procedures documented in the University of Nevada, Reno University Administrative Manual.