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Historical Overview

The University of Nevada Alumni Association chapter system was created in 1967 and has since developed to be an organized and active group of alumni and friends who promote the University throughout the state and nationally.

The activities of the chapters provide opportunities for alumni to socialize, exchange career information, create scholarships, keep up-to-date on campus and association happenings, and stay connected to the University of Nevada.

The purpose of chapters is to act as charitable, social, and educational organizations in furtherance of the University of Nevada to develop closer fellowship among the alumni and friends of the University in designated geographic regions, special interest areas and/or specific colleges. The chapters act as ambassadors for the University and association by increasing the University’s visibility.

This manual is designed to help you in your role as a chapter leader. Use your creative insight and imagination to adapt the ideas and information in this manual to suit your area and its alumni population.
Nevada Alumni Council

The Nevada Alumni Council acts as the governing body of the Nevada Alumni Association.

The Council’s membership includes:

**Alumni Council Officers**
President
President-Elect
Treasurer
Past-President
1st Vice President
2nd Vice President
3rd Vice President

**Representatives at-Large**
A total of twenty (20) members represent the alumni at large.

**The President of the Associated Students of the University of Nevada**
The current ASUN President serves as a voting member of the Council.
The current GSA President serves as a voting member of the Council.

**Ex-Officio Members**
Chairman of the Board of Trustees of the University of Nevada, Reno Foundation
Vice President for Development and Alumni Relations and University of Nevada, Reno Executive Director
Athletic Director of the University of Nevada
Mission Statements

Nevada Alumni Association

To foster and cultivate a common bond of pride, affinity and connection among alumni, students, prospective students and friends of the University of Nevada through quality programs, services, and events.

Division of Development and Alumni Relations

Promote and enhance the purposes, goals, and objectives of the University of Nevada by raising funds and support through the development of relationships and friends.

University of Nevada

The University of Nevada:

- **Prepares** graduates to compete in a global environment through teaching and learning in high-quality undergraduate, graduate, and professional degrees in the liberal arts, sciences, and selected professions in agriculture, medicine, engineering, health care, education, journalism, and business;
- **Creates** new knowledge through basic and applied research, scholarship, and artistry, in strategically selected fields relevant to Nevada and the wider world;
- **Improves** economic and social development by engaging Nevada's citizens, communities, and governments; and
- **Respects** and seeks to reflect the gender, ethnic, cultural, and ability/disability diversity of the citizens of Nevada in its academic and support programs, and in the composition of its faculty, administration, staff, and student body.
The division of Development and Alumni Relations is home to several departments which collaborate to raise friends and funds for the university. Below is a list of the different departments and their purposes:

**Office of Alumni Relations** – The Office of Alumni Relations carries out the mission of the Nevada Alumni Association through event planning, programming, chapter management and conducting any other business of the association. The Office of Alumni Relations also produces the alumni magazine, *Nevada Silver and Blue*.

**Donor Relations** – The Department of Donor Relations serves to engender positive feelings by donors about the organization and administration and impact of their gift, and provides ways to engage donors meaningfully in the programs they support. Donor Relations is a partner in the fundraising efforts of the division in understanding/managing/meeting/exceeding donor expectations.

**Foundation Operations** – Foundation Operations provides support for University of Nevada, Reno Foundation Trustees and Trustees Emeriti.

**University Events** – This office is focused on producing fundraising events. The team manages events for the Office of the President, Development Officers and acts as event consultants for various other departments throughout campus.

**Financial Services and Records** – This team is responsible for the accounting of all gifts made to the University, event deposits, the division budget, the alumni and friends database, scholarships, technology.

**Annual Giving** – The Annual Giving Office administers telemarketing campaigns for all schools and colleges on campus. The team also organizes the various Annual Fund campaign initiatives.

**Office of the Vice President**—The Vice President for Development and Alumni Relations at the university supports the Foundation's operation and is the central fundraising organization for all academic and public service programs. Development and Alumni Relations offers consultation and assistance to colleges, schools, and departments with fund raising goals.
Defining Alumni Chapters

A chapter is a group of alumni and/or friends with a set of bylaws and officers to guide the group’s activities and meetings. Chapters are encouraged to have at least two events each year and establish an endowed scholarship.

What are the purposes of a chapter?

Chapters have four main purposes:

1) To continue the connection and/or reconnect alumni and friends to the university,
2) To act as ambassadors of the University of Nevada and support the university’s mission,
3) Raise scholarship money for incoming and/or current students,
4) To provide support and service to the university by serving on committees and acting as vehicles for ideas and opinions between alumni and the university.

Who may join an alumni chapter?

Membership is determined by each group. In general, membership is open to anyone who has attended the University of Nevada for a minimum of six credit hours within one semester, whether a graduate or non-graduate. You may also wish to invite friends of the University. This group may include parents of current or past students, former faculty or staff members, or merely loyal friends of the University. In all cases, spouses or significant others of alumni or friends are invited to attend as well.

Membership is never restricted to members of the University of Nevada Alumni Association. In other words, an alumni chapter is inclusive rather than exclusive. As long as the person has a genuine interest in the University, it is to your chapter’s advantage to include the individual in all activities.
Benefits Provided to Chapters

Chapters receive the following support from the Nevada Alumni Association:

**Alumni Team Liaison**

Each chapter is assigned an alumni team liaison from the Nevada Alumni Association to help with event planning and keep the chapter informed of upcoming Nevada Alumni Association activities and current association policies.

**University Database**

Through the alumni team liaison, chapters have access to the main university database, which provides them with the most up-to-date alumni information and the ability to reach the most alumni possible.

**Financial Assistance**

Chapters can request financial assistance from the Nevada Alumni Association to aid with upcoming chapter events, mailings, giveaways, etc.

**Targeted Correspondence**

Chapters can send direct mail and emails through the Nevada Alumni Association. Chapters can target alumni in a variety of ways – by department or college, geographic region, chapter membership, etc. – allowing chapters to promote events and send chapter news to a more tailored audience.

**Chapter Webpage**

Each chapter is provided with its own webpage on the main alumni site, which is hosted free of charge by the Nevada Alumni Association. Chapters have the ability to update the page as often as they’d like, and content can include photos, event information, membership offers, etc.

**Social Media**

Chapter leaders can work with their alumni team liaison to share chapter events and news on the Nevada Alumni Association social media channels. Alumni team liaison’s can also work with chapter leadership to outline a social media strategy for the chapter on their own social media channels.
Benefits Provided to Chapters  
(cont’d)

Additional Publicity

Chapters receive space to run updates in the Nevada Alumni Association section of the Nevada Silver & Blue magazine, which has a readership of more than 70,000. Chapter events are also promoted on the Nevada Alumni Association website.

Leadership Opportunities

Chapter presidents are invited to Nevada Alumni Council meetings and leadership retreats which provide the opportunity to brainstorm and share ideas with other chapters.

Chapter Membership Promotion

Chapter membership information is included on the Nevada Alumni Association’s membership registration website and printed membership brochure.

Simplified Events

The Nevada Alumni Association can coordinate online event registration and payment, which streamlines the RSVP process.

Tax Benefits

Chapters can fundraise under the 501(C)3 umbrella of the University of Nevada, Reno Foundation. Some chapters use this opportunity to raise money for annual or endowed scholarships for University of Nevada students.
Chapter Categories

Geographic Chapters

Geographic chapters play a vital role in the success of the University. These groups serve as regional representatives for the University. They help alumni stay connected to the University while living in different regions throughout the nation.

College Chapters

These chapters are formed by alumni from specific colleges within the University.

Heritage Chapters

These chapters have a base of membership that shares common traditions, customs or cultural history.

Special Interest Chapters

These groups are similar to the heritage chapters in that they are based on a specific group of alumni and friends that share a common interest.
Active Chapters

Alumni Band
Asian American Pacific Islander Alumni Chapter (AAPI)
Black Alumni Chapter
College of Business Alumni Association (COBAA)
Fallon Alumni Chapter
Honors Program Alumni Chapter
International Alumni Chapter
Latino Alumni Chapter
Native American Alumni Chapter
Nevada Bay Area Alumni Chapter
Nevada Cheer and Spirit Alumni Chapter
Nevada Football Alumni Association
Nevada Greek Alumni Chapter
Nevada Sagebrush Alumni Chapter
Nevada Skiing Alumni Chapter
Nile Valley Alumni Chapter
Northeast Alumni Chapter
Orvis School of Nursing Alumni Association
Rugby Alumni Chapter
Sacramento Alumni Chapter
School of Medicine Alumni Association
Southern California Alumni Chapter
Southern Nevada Alumni Chapter
Student Ambassadors Alumni Chapter
University Studies Abroad Consortium Alumni Chapter
Veterans Alumni Chapter
Young Alumni Chapter
Sample Events

Athletic Events
- Professional football, basketball, baseball or hockey games tickets
- Tailgate parties at University football, baseball, basketball games
- Away-game parties
- Rooter buses

Community Service Activities
- Food drives
- Clothing drives
- Volunteer opportunities

Cultural Events
- Concerts
- Theatrical performances
- Museum exhibits

Mystery and Holiday Dinners
- Bus trips to restaurants
- Winter holiday meals

Scholarship Fundraisers
- Dinners
- Golf tournaments

Socials
- Cocktail parties or happy hours
- Appetizer or dessert receptions
- Potluck dinners

Summer Send-offs for Nevada Freshman
- Barbecue in honor of incoming students from your area

Miscellaneous
- Wine and/or beer tastings
- Volunteer for Nevada Alumni Assoc. events
- Service on association committees
- Faculty or athletic speaker receptions
- Student mentoring
- Career networking
Chapter Membership

Contacting Your Members

The University of Nevada, Reno Foundation is charged with the responsibility to maintain complete and accurate records of all University donors and alumni. This information is kept strictly confidential. As a result, the Nevada Alumni Association is unable to provide chapters with contact information for their members.

However, we are happy to assist you with contacting your chapter members on your behalf. To send an e-mail blast, fill out the Email Request Form located in the Chapter Information section of the Alumni website. **Please allow at least two weeks before your target e-mail blast desired date.**

Contacting members in this way not only keeps alumni information confidential, but also provides benefits to the chapters. The Foundation mails the alumni magazine quarterly and targeted mailings in between, so our mailing addresses are kept as up-to-date as possible with return-service requests.

We can also slice and dice our database in many different ways, depending on how you’d like to contact people. For example, you can contact everyone who was in a specific fraternity or graduated within the last ten years or was a journalism graduate. That also means you can contact anyone who meets all many different criteria (ie: Greek + young alumnus + journalism grad).

For a mailing, contact your Alumni Team Liaison. Your chapter must have funds available in your account to cover the cost of a mailing. **Please allow a minimum of two weeks prior to doing a mailing.**

Obtaining a Membership List

The Nevada Alumni Association automatically provides each chapters with a list of active and recently lapsed chapter members on the first of each month. You can request additional memberships lists through your Alumni Team Liaison. **Please allow at least one week for processing.**

Membership Renewals (for dues-paying chapters)

The Nevada Alumni Association can assist your chapter with sending membership renewals via email. Members also have the option to sign up for auto-renewal when they initially purchase a membership. They will receive an e-mail the month prior to the auto-renewal taking place.

If the member has not signed up for auto-renewal, they will receive an e-mail one month prior to the expiration date. If the member does not renew, they will receive an e-mail one month after their membership has expired letting them know they have lapsed. Please contact your Alumni Team Liaison for additional details.
Chapter Bank Accounts

To function under the Nevada Alumni Association’s 501(c)3, Board of Regents policy dictates that chapters are required to keep their accounts with the University of Nevada, Reno Foundation. Your alumni team liaison will assist with opening the account and walk you through the process. Chapter representatives have access to their funds and are responsible for keeping their account positive.

Chapters are required to keep their accounts with the University of Nevada, Reno Foundation for a variety of reasons. Each chapter operates under the Nevada Alumni Association Inc.’s 501(c) 3 or tax-exempt status. For this reason, groups must keep their money under the auspices of the association. The benefits of keeping your account with the Foundation include exemption from filing chapter taxes at the end of each fiscal year, bank statements do not have to be provided and kept track of, the Nevada Alumni Association balances each account on a monthly basis, and chapters with foundation accounts are eligible for a University purchasing card.

Accepting Cash or Check Payments

When accepting payment for chapter events or donations, checks should be made payable to the University of Nevada, Reno Foundation.

All funds received must be deposited with the Nevada Alumni Association, located in Morrill Hall Room 101, or with the Foundation accounting office, located in the Mackay Science Building Room 127. Receipts in excess of $500 must be deposited within 24 hours of receipt. Lesser amounts must be deposited within 72 hours of receipt.

If your chapter is located outside of the Reno-Sparks area, you have the option of making a deposit at Wells Fargo. Please contact your alumni team liaison for account details. Note: You must notify the Nevada Alumni Association of your deposit and mail or scan and email a copy of your receipt within 72 hours of your deposit.

The Foundation does not have the ability to determine what location the deposit has been made. This means that we will have no way to determine which chapter made the deposit. Therefore, if we do not hear from your chapter within two weeks of a deposit being made, the funds will be transferred into a scholarship fund.
Accepting Credit Card Payments

With every credit card transaction, confidential information is being entrusted to the University and your chapter.

Payment Card Industry (PCI) Compliance is a mandated set of security standards created by the major credit card companies to offer merchants and service providers like the University a complete unified approach to safeguarding cardholder data.

Payment vendors must be approved by the University network security and an internal campus PCI auditor. Blackbaud Merchant Services (BBMS) is the system that we use and is the only approved vendor.

**Vendors such as PayPal and EventBrite are not approved vendors and can not be used for chapter event registration.** If a chapter sets up a payment link through an unapproved vendor, they will be asked by Nevada Alumni Association staff to take the link down and follow proper procedure.

To set up an event registration link, you need to fill out the chapter event request form on the Nevada Alumni Association website. **Please allow a minimum of one week for your registration link to be created.**
Purchasing Cards

Credit cards, otherwise known as purchasing cards, are available to chapters with Foundation accounts. Each chapter president and/or treasurer will go through a training session with the Office of Alumni Relations to gain better understanding of the purchasing process with the credit card.

The purchasing card can be used to purchase food and/or supplies for an event or meeting. Chapter representatives are responsible for turning in all itemized receipts to the Nevada Alumni Association. **Receipts must be submitted within one week of payment** A list of attendee names must also be submitted with the receipts for events of 20 people or fewer.

If a chapter does not submit proper documentation within one week of payment, the Purchasing Card Office will be notified that the card is delinquent. The card will then be permanently deactivated. **Once a card is deactivated, it cannot be reissued to the same individual.**

**Purchasing Card Overview (from the University’s Purchasing Card Manual)**

The purpose of the University of Nevada, Reno Purchasing Card Program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar transactions within established usage limits. The purchasing card may be used at any merchant or service provider that accepts Mastercard (with certain limitations). The purchasing card can be used for in-store purchases, mail orders, phone orders, Internet or fax orders. All cards are issued at the request of your department chair and dean or vice-president. Card usage may be audited and/or rescinded at any time.

The purchasing card is **NOT** intended:

- To avoid or bypass appropriate purchasing or payment procedures. Rather it complements the existing processes available
- For personal use
Purchasing Cards (cont.)

All cardholders must sign and accept the terms and conditions of the purchasing card cardholder agreement.

Each card has been assigned credit and transaction limits by the Controller’s Office. The general credit and transaction limits assigned to each purchasing card are as follows:

<table>
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<tr>
<th>Description</th>
<th>Limit</th>
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<tbody>
<tr>
<td>Dollar Amount Per Transaction</td>
<td>$1,999.99</td>
</tr>
<tr>
<td>Dollar Amount Per Month</td>
<td>$1,999.00</td>
</tr>
<tr>
<td>Number of Transactions Per Day</td>
<td>50</td>
</tr>
<tr>
<td>Number of Transactions Per Month</td>
<td>500</td>
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</tbody>
</table>

These limits may be adjusted based upon the individual needs of the cardholder in consultation with the Purchasing Card Administrator. Any changes to the transaction limits must be approved by the cardholder’s department chair/director on the Purchasing Card Cardholder Form.

Purchases must be for the use and benefit of the university and must have an identified business purposes.

The purchasing card cannot be used for the following goods or services:

- Items for Personal use
- Cash Advances
- Independent Contractor Expenses other than airfare
- Printing/Copying Service over $100 must be approved by Marketing & Communications and a release authorization number given (does not apply to departments outside the Reno/Sparks area)
- Travel Expenses for employee’s hotels, meals and personal travel expenses.

Additional goods or services may be specifically excluded for individual cardholders. See the cardholder agreement for a complete list of exclusions.

Splitting a purchase card transaction(s) to avoid the limits placed on the p-card is not allowed.
Violation of these policies will result in deactivation of the purchasing card. **Once a purchasing card is deactivated, the individual can never receive another purchasing card from the University.**

Fraudulent use of the purchasing card may result in disciplinary action and personal liability of the cardholder.

It is the cardholder’s responsibility to assure that the purchasing card is secured at all times.

**Only the purchasing card holder may use the purchasing card.** If it is determined that the card holder is allowing others to use/sign on the purchasing card, the card will be deactivated.

**Lost or Stolen Card**

It is the cardholder’s responsibility to report the loss of the card immediately to the issuing bank and the Nevada Alumni Association. If your purchasing card is lost or stolen, immediately notify JP MorganChase at (800) 848-2813 and the Nevada Alumni Association at (888) NV ALUMS. Charges to the card are the cardholder's responsibility until the card has been reported as missing/stolen.

**Tipping Policy**

In accordance with Board of Regents' policy, gratuity on meals should not be more than 20%.

If a purchasing card holder tips more than 20% on a restaurant bill, he or she will be asked to reimburse the University from **personal** (not chapter) funds.
Making Purchases

When paying for a chapter expense, we encourage chapters to use purchasing cards when possible. If your chapter does not have a purchasing card, your Alumni Team Liaison can pay an invoice for you with the Nevada Alumni Association’s purchasing card.

When making a purchase on a University purchasing card in the state of Nevada, no sales tax should be charged, as the University of Nevada is tax exempt. The University is exempt by NRS 372.325, NRS 374.330 and NRS 377. **It is the cardholder’s responsibility to ensure that State of Nevada sales tax is not charged.** The State of Nevada Sales Tax exemption letters are available from the Nevada Alumni Association and the Tax ID number can be found on the front of each purchasing card.

If an invoice is over $2,000 or your vendor does not accept credit cards, payment arrangements need to be made ahead of time to have a check cut. **To make payment arrangements, please provide your Alumni Team Liaison with an estimate or invoice two weeks before payment is due.** Payment arrangements must be made **before** any service is rendered.

From the University of Nevada’s Administrative Manual, additional purchasing guidelines are as follows:

**Purchases less than $2,000:** Purchases of supplies and services, up to $2,000, shall be made using the most effective and efficient means available, while maintaining adherence to basic purchasing policies. These methods include petty cash (up to $100), purchasing cards (p-cards), blanket purchase orders or pricing agreement contracts, and e-purchasing systems, whenever available.

**Purchases of $2,000 to $24,999:** Purchase orders for the acquisition of goods and services over $2,000 are issued only by the Purchasing office following submittal of a properly approved invoice or estimate. A check will then be cut to finish payment.

**Purchases of $25,000 to $100,000:** Purchases of goods and services in this range require quotations from two or more responsible vendors before a purchase order will be issued.

For purchases over $2,000 an invoice **MUST** be submitted to your Alumni Team Liaison at least two weeks prior to when your deposit or payment is due. This will allow enough time to ensure a check can be cut. If a chapter violates this policy, they will be responsible for writing a memo to Accounts Payable.
Support for Non-University Non-Profits

The Nevada Alumni Association is a 501(c)3. As such, it is the University of Nevada, Reno and its Foundation’s policy that we, and by extension our alumni chapters, do not provide financial gifts to other 501(c)3s outside of the University of Nevada. If alumni chapters wish to support non-profits outside of the University, it is acceptable to purchase tickets/tables to charitable events or provide volunteer opportunities to members.
Chapter Funding Requests

Each year, Nevada alumni chapters have the opportunity to request funding from the Nevada Alumni Association for chapter programs or events. Funding requests are due by June 1 of each year. Funding requests are approved by the Nevada Alumni Association Executive Committee, which is made up of seven members: president, past president, treasurer/president-elect, vice president for chapter development, vice president for community outreach, vice president for marketing and membership, and vice president for student outreach.

In order to assist the Nevada Alumni Council Executive Committee in making their final funding determinations, each chapter must also complete the Annual Summary of Activity Survey by June 1 of each year. When chapter funding requests are brought before the Nevada Alumni Association Executive Committee, the group considers many details, including the following:

- What is the total cost of the event? How much is the chapter asking the association to contribute?
- Have members of this chapter volunteered for any Nevada Alumni Association events?
- What type of event (scholarship fund raising, social, membership drive, etc.) is this?
- Has the chapter received funding for this event in the past?
- How many active chapter members belong to this group?
- How many active chapter members belong to the Nevada Alumni Association?
- How many events does this chapter hold per year?
- Is this a dues-paying chapter?
- How will the Nevada Alumni Association be promoted/recognized?

Depending on the nature of the request, chapters must also provide an additional spreadsheet outlining the funding request details.

**Funding Request Criteria**

- Chapters must contribute at least 50% of the total cost requested.
- You must provide as detailed a budget as possible with your request.
- You must complete the Annual Summary of Activity Survey with your request.
- Funding requested for an event or purchase must be for a future event or purchase.
Chapter Logos

From the Office of Integrated Marketing:

We come from different colleges, programs, backgrounds and disciplines, but together we are Nevada. When any one of us goes out into the world, we represent not just ourselves but also the University as a whole. This is why we maintain marketing standards and policies. When we work together, we succeed together.

If a chapter requests, a chapter logo - which has been approved by the Office of Integrated Marketing - will be provided by the Nevada Alumni Association.

Please allow two weeks for your new logo.

Sample Approved Logo:
Printed Materials

A print release is required for all printing projects that cost more than $50. All print and copy jobs must meet the University's graphic standards to obtain a print release from the Office of Integrated Marketing prior to printing. Projects printed without prior approval are subject to review by the Office of the President. These projects may need to be reprinted at the originating chapter’s expense.

Projects completed by the University Copy Center do not need a print release but must follow the University’s graphic standards.

Please provide your alumni team liaison the following information at least one week prior to ordering printed materials:

- A description of the type of project you’d like to print
- The quantity of materials you will be printing
- The estimated cost of your printing project
- The preferred vendor you’d like to use
- A PDF of the piece to be printed
Dining On Campus

Silver and Blue Catering, the University’s contracted food service company, has the exclusive right to provide food service on the University campus. According to the University’s Administrative Manual, there are a few exceptions, which are:

*Food purchased for a single event through any client account that is less than $100 may be purchased from an outside vendor. The client shall indemnify the food services contractor for such purchases as provided for in Section 6.7 of the agreement between the Board of Regents, NSHE and the food services contractor. Notwithstanding the foregoing, campus policy does not allow outside vendors to make deliveries on campus.*

*Food that is donated and not being resold.*

*Food purchased with personal funds and not being resold. This exception shall not apply at the Lawlor Events Center and catering sites at the Joe Crowley Student Union.*

*All student organizations recognized by either the Associated Students of the University of Nevada (ASUN) or the Graduate Student Association (GSA) are exempt from the exclusivity clause for catering under this contract except for events where alcohol is served. Such student organizations cannot co-sponsor with other groups so that these groups can avoid the exclusivity clause.*
Dining Off Campus

Chapter members who purchase meals related to chapter business should obtain an **ITEMIZED RECEIPT** identifying each food and beverage charge as well as gratuity, regardless of the form of payment used. When making a food or beverage purchase on a purchasing card in the state of Nevada, no sales tax should be charged, as the University of Nevada is tax exempt. Along with the itemized receipt, chapters must include a list of those in attendance at each event/meeting if there are under 20 participants.

**Tipping Policy**

In accordance with Board of Regents' policy, gratuity on meals should not be more than 20%.

If a purchasing card holder tips more than 20% on a restaurant bill, he or she will be asked to reimburse the University from **personal** (not chapter) funds.
Alcohol Hosting Policy

The Nevada Alumni Association supports the University’s position of creating an environment that reduces or eliminates the adverse consequences of alcohol misuse. The purpose of this policy is to minimize the liability that the University staff, volunteers and or the Nevada Alumni Association may incur in the event of an accident at an off-campus chapter event.

If the chapter leadership approves, chapter funds can be used to purchase alcohol at board meetings or other events that are not open to the chapter’s entire membership base. A maximum of one beer or wine beverage per person can be hosted with chapter funds. Hard liquor cannot be purchased with chapter funds at any time. Any additional alcoholic beverages may be purchased by individuals in attendance. It is the chapter’s responsibility to promote drinking responsibly at events.

It is preferable that food and non-alcoholic beverages are served or available for purchase. It is the chapter’s responsibility to ensure that alcohol is served legally and responsibly. Be sure that proper identification is provided by attendees to the establishment/security.
Good Standing

In order to be considered in good standing, each chapter must meet the following criteria:

- Complete and submit to the Nevada Alumni Council an Annual Summary of Activity form by June 1.
- Comply with the provisions set forth in this handbook.
- Hold at least two leadership meetings per year.
- Hold at least two events per year.
- Communicate any significant changes in the group to the Office of Alumni Relations (i.e. officer changes, significant bylaw revisions, web page information, etc.).
- Be fiscally responsible and operate on the same fiscal year as the Nevada Alumni Association, which begins July 1 and ends on June 30 of each year.
Inactive Status / Account Sweeping

Inactive Chapter Status

A chapter will be placed on inactive status if, after one (1) year, the chapter does not meet the minimum requirements for remaining in good standing.

Inactive status will be determined by the Alumni Council’s Vice President for Chapter Development, and a notification letter will be sent to the appropriate leadership group.

Once a chapter is placed on inactive status, the group must reapply to obtain chapter status. Benefits provided to the group by the Nevada Alumni Association, as outlined in the manual, will no longer continue until the chapter has been approved by the Executive Committee.

Chapter Account Sweeping

After one year of inactivity, a chapter is declared inactive. From the date of inactivity, the chapter has two years to reapply for active chapter status before their campus operating account is closed. If funds remain in the chapter’s campus operating account, those funds will be transferred to the chapter’s scholarship fund. If the chapter does not have a scholarship fund, the monies will be transferred to the Nevada Alumni Association scholarship endowment. A notification letter will be mailed to the main chapter contact.