

Constitution of the Nepalese Students Association (NSA)

Auburn University (AU), Auburn, Al 36849

June, 2020

The Constitution of the Nepalese Students Association (NSA) has been endorsed in June, 2020.

Article I: Name and Affiliations

Section I. Name: The name of this student organization is “Nepalese Students Association,” abbreviates as NSA.

Section II. Affiliations: Nepalese Students Association doesn't affiliate with any other political, social, or economic organizations.

Article II: Purpose

NSA is a non-profit organization run by Nepalese students at Auburn University. Its mission and goals are as follows:

- To encompass all the individuals who share common or unique interests about Nepal, its culture, and the life of Nepalese people.
- To create a homely atmosphere for the Nepalese students at Auburn University to help students facing educational and social issues here and to strengthen bonds among each other.
- To introduce and promote Nepalese culture to the community through exposure to cultural, educational, and social events.

- To provide a common arena for enriching relations among students, faculty, organizations, and families at Auburn University.

Article III: Membership

Section I: General Active Members:

Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status as outlined in the Auburn University Policy Regarding Prohibited Harassment of Students.

Passive (Associate) membership is offered to alumni, honorary members, and families of the active members. Rules and responsibilities of the members and the termination of membership are defined on Bylaws, Article I.

Section II. Voting Members: All the active members are eligible to vote during the election while the passive members shall not be entitled to vote in any NSA proceedings.

Article IV: Officers

Section I. Titles: The board of elected/nominated officers is hereinafter called as ‘Executive board’’. The executive board comprises a President, a Vice President, a Treasurer, a Secretary, a Cultural affairs officer, and the NSA Advisor. Thus, the executive board shall hold the joint responsibilities to govern the organization and conduct NSA related activities. The responsibilities of each officer of the executive boards are defined on Bylaws: Article-III.

Section II. Qualifications: Only the active members who are a full-time student at Auburn University and have maintained good standing with the university are eligible for the nomination on the executive board. Members can self-nominate for the positions with submission of a 'letter of intent' to the current executive board before the election date.

Section III. Term: The term for each officer is one year. Open elections are held for all positions annually whether or not the current officer would like to remain at his or her position. Each officer is allowed to nominate themselves for current position which they held or any other roles in the elections for following year, as per their interest. The details about the election and its procedures are defined on Bylaws: Article-II.

Section IV. Removal of an Officer:

- An officer having two unexcused absences a semester may be removed from his/her officer position within the organization. Or if the two-third majority finds that an individual deems to be unfit for the elected position, the individual is relieved from his/her nominated/elected position.
- Resignations of the officer/s from his/her position(s) can be accepted by the Executive Board and should be approved by the NSA Advisor before making the final decision.
- In an event, if any officer(s) resigns, or is removed, an election shall be held as soon as possible to replace the position(s).

Section V. Transition between two executive boards:

- Former executive board members will serve as voluntary student advisors for the nominated members of the executive board specifically for their respective positions, for at least a term of one semester.

- The President and the treasurer of two executive committee should organize a meeting to after the election to hand over the administrative as well as financial responsibilities to the proceeding committee.

Article V: Advisors

Section I. Title: The Nepalese Students Association shall have an Auburn University faculty, administrator, or staff member as the Advisor to the NSA executive board at all times.

Section II. General Role: The advisor shall be willing to serve as an information center, provide required assistance and guidance to the organization.

Section III. Removal of an Advisor: An advisor may be removed if he/she fails to fulfill expectations as outlined in the Bylaws: Article IV. The decision will be qualified by a two-thirds majority in favor of dismissal from the position.

Article VI: Meetings

Section I. General and Executive Meetings: General meeting will include all members and officers. General Meeting should be held at least once a semester. Executive Board meetings will consist of only elected/nominated officers and Advisor, and will be held at least once a month. Secretary will make a call for this meeting. A quorum shall consist of above 50 percent of the members and must be present to conduct official business.

Section II. Special Meetings: Special meeting can be summoned either by the executive board or one-third of total members in case of an emergency, amendments of constitution, and dismissal of advisor, officers, or members.

Article VIII: Amendments and Revisions:

Section I. Amendments and Revisions: This constitution may be amended at any time by a two-thirds majority. The amendment should be submitted to the Student Government Organization at Auburn University before voting.

Bylaws of the Nepalese Students Association (NSA)

Auburn University

June, 2020

Article I: Membership

Section I. Any person with interest in the activities of the NSA can become a member of this association. Membership is divided into a) Active membership and b) Passive membership.

Membership is restricted to regularly enrolled Auburn University students, faculty, and staff.

Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status as outlined in the Auburn University Policy Regarding Prohibited Harassment of Students.

Only active members are eligible to hold office. Passive membership is offered to alumni, honorary members and families of the active members and is not eligible to hold office of the NSA.

Section II. Membership benefits: Members enjoy the following benefit from their membership:

- Active members have the right to hold office and vote in any meeting and stand for office.
- All the members have the right to take advantage of all events under the Nepalese Students Association.

Section III. Membership responsibilities:

- Responsible to actively participate in the events organized by the NSA.

- Responsible for attending the general meetings of the NSA.
- To abide by the constitution and bylaws that govern this organization.

Section IV. Membership Fees: All memberships are entitled to membership fees. The executive board will decide the membership fee for its new membership and membership renewal, which are non-refundable for each year.

Section V: Suspension and termination of membership:

- Active membership is automatically transferred to passive membership when the member is no longer AU student, faculty or staff.
- On finding any members of the NSA acting against the NSA purpose as stated in article II, the executive board has the right to suspend his/her membership. The suspended member has the right to appeal to the general meeting in order to lift the suspension. Failure to appeal to the general meeting right after the suspension will result in membership termination.

Article II. Election of Officers:

Section I. Term: Election of new officers will take place during the fall term. These officers shall be elected by a majority vote of the quorum present.

Section II. Election Board: The election board shall consist of NSA advisor, NSA president, NSA vice president, NSA secretary, NSA treasurer and NSA cultural affairs officer. The board is responsible for making an arrangement for the voting including, setting place and date for the

election, designing the official ballot, and forming and executing a committee for counting the ballot.

Article III. Officer Duties

Section I. Roles and Responsibilities of Officers:

The President shall:

1. Serve as the primary representative of NSA to the campus and the community at large.
2. Chair the executive board.
3. Preside over general, executive and special meetings, coordinate group activities, and communicate with the officers and advisor on all matters.
4. Bear the ultimate responsibility for the integrity and efficiency of its members.
5. Provide representation to meetings with other organizations on campus.
6. Attend all the meetings as deemed necessary.
7. Assign individual responsibilities to members of executive board to execute events, promote outreach, and handle social media as required.

The Vice President shall:

1. Assist the president in fulfillment of the mission of the organization
2. Preside over meetings in the absence of the president.
3. Assume all of the president's responsibilities in the event of his or her absence, dismissal or resignation until either the return or the position is filled
4. Ensure understanding of and coordination of activities among all the members of the executive board
5. Report to the President and attend to all the meetings as deemed necessary

6. Call meetings of the executive board.
7. Focus on organizational outreach and publicity among other student organizations in the university to invite collaboration and funding for events.
8. To perform the individual responsibilities assigned by President with regards to participation in events, promotion of Nepalese culture and NSA, and handling of social media.

The Secretary shall:

1. Record minutes at all general and executive board meetings
2. Prepare and provide agendas for all meetings.
3. Maintain the attendance of the members at all NSA general meetings and executive board meetings.
4. Notify all members of the NSA meetings and events at least two days in advance.
5. Attend to all the meetings as deemed necessary.
6. Collect the status of incoming students and guide them to adjust at the new environment.
7. To perform the individual responsibilities assigned by President with regards to participation in events, promotion of Nepalese culture and NSA, and handling of social media.

The Treasurer shall:

1. Maintain record of all the financials and transactions of NSA and produce the financial reports when needed.
2. Collect dues, pay bills, and prepare and maintain annual budget.
3. Report monthly and annual financial records to the general assembly.

4. Keep the executive updated in the financial situation of the organization.
5. Attend to all the meetings as deemed necessary.
6. To perform the individual responsibilities assigned by President with regards to participation in events, promotion of Nepalese culture and NSA, and handling of social media.

The Cultural Affairs Officer shall:

1. Take lead to conceptualize cultural events to promote Nepalese culture and traditions amid other student organizations promoting diversity within the institution.
2. Propose plans to executive board on cultural events and invite collaboration and funding.
3. Attend to all the meetings as deemed necessary.
4. To perform the individual responsibilities assigned by President with regards to participation in events, promotion of Nepalese culture and NSA, and handling of social media.
5. To stand responsible for collection and protection of cultural artifacts acquired from Nepalese communities and NSA Alumni of AU.

Article IV. Advisor:

Section I. Selection of advisor: Advisor is chosen from the faculty/ staff at AU, by the executive committee.

Section II. Roles and Responsibilities:

1. The advisor shall be encouraging and provide necessary guidance and advises to the executive board.

2. The advisor shall regularly attend executive and general meetings. They should be available for consultation outside of these meetings
3. The advisor shall facilitate the board with event planning and execution
4. The advisor shall be aware of the university student rules and assist the organization with adherence to these expectations
5. The advisor shall assist the NSA to establish a positive working relationship among other student bodies within the university

Article V. Finances:

Section I. The treasurer shall take care about the details of the finances of NSA. All checks and withdrawals from the organization's checking account must be approved by the president and treasurer as well as the advisor of the organization. Signatures of both the president and the treasurer are required. Treasurer shall obtain and keep receipt for all the transactions incurred and maintain a record book.

Section II. The income to the NSA includes membership fees, donations to NSA, funding obtained from AU and other acceptable sources.

Section III. The treasurer shall prepare a statement of revenues and expenses at the end of his/her term which should be reviewed and approved by the executive board before presenting it to the general meeting for final approval.

Section IV. The outgoing executive board must provide financial statement and all the documents related to the NSA to the incoming executive board, no later than one month after the incoming executive board takes office.

Article VI: Amendments and Revisions:

Section I. Amendments and Revisions: These bylaws may be amended at any time by two-thirds majority for the amendment