

**By-Laws For
Nepalese Students' Association, NMSU - (NeSA)**

ARTICLE I. NEPALESE STUDENTS' ASSOCIATION, NMSU - (NeSA)

1. Abbreviations:

- a. The term "NMSU" refers to the "New Mexico State University"
- b. The term "NeSA" denotes to "Nepalese Students Association at NMSU"
- c. The "Executive Body" refers to the body of officers including the persons authorized to schedule space.

2. Other:

The rules, policies, and procedures stated by By-Laws for the Nepalese Students' Association apply specifically to the NeSA organization. Any similarity between the laws content within and by-laws of any other association should result from coincidence or occurred due both documents originating the "Format of By-Laws for Chartered Students' Organization" as provided by NMSU.

ARTICLE II. PURPOSE

- a. To introduce and promote Nepalese culture into the international communities
- b. To assist Nepalese students adjustment to the University of NMSU.
- c. To participate in various activities as sponsored and organized by NMSU.

ARTICLE III. MEMBERS AND MEMBERSHIP

1. Membership:

a. Active or Voting Members:

All the graduate and undergraduate students at the main campus of NMSU will be eligible to apply for active or voting membership.

b. Associate Members:

Interested family members of active or voting members or any student of Nepalese descent will be eligible to apply as an associate member.

c. Honorary Members:

Any interested graduate or undergraduate student and other nationalities other than Nepalese currently affiliated with NMSU can be designated for honorary membership.

2. Procedure for affiliation with the organization.

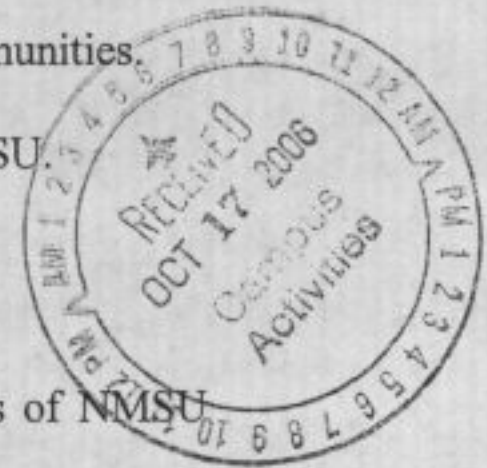
- a. All eligible students who wish to be members need attend a meeting and supply contact information.
- b. Other than the active members stated in Article III 1, (b and c) will be non-active and non-voting associate or honorary members.

ARTICLE IV. OFFICERS

1. Lists of Officer positions:

- | | |
|-------------------|-----|
| a. President | 1 ✓ |
| b. Vice-President | 1 |
| c. Secretary | 1 |
| d. Treasurer | 1 |

2. Duties of officers:



- a. President:
 - i. To plan, monitor, assess , and administer Association's programs
 - ii. To chair meetings and formal occasions and gatherings
 - iii. To break a tie with his/her vote.
- b. Vice-president
 - i. To assist the president
 - ii. To perform presidential duties in case of his/her absence.
- c. Secretary
 - i. To maintain and supervise official works as per president's directives
 - ii. To produce agendas
 - iii. To make accessible news and information to all members.
- d. Treasurer
 - i. To keep financial records well maintained and up to date
 - ii. To make annual budget and present in meetings
 - iii. To present financial reports as per the demand of the executive body
3. Eligibility requirement for Officers:
All full time students who are active members will be eligible to apply for the positions of officers.
4. Nomination procedure:
Any active member can offer him/herself as a candidate for a position of any officer.
5. Election procedure:
 - a. Nominees having no opponent shall be elected as free consent.
 - b. Nominees having an opponent or opponents will be elected through confidential voting by all active or voting members. The candidate receiving the most votes shall be considered elected, providing quorum is met.
 - c. Election will be held once a year during Spring semester The date shall be set by the Executive body. The tenure of officers will be of one year.
6. Procedure for filling vacancies and circumstances
 - a. Vacancies that occur in the Executive body will be replenished with due process as mentioned in Article IV in clauses (4) and (5)
 - b. Any such vacancy shall be considered urgent and will duly be fulfilled at the next meeting.

ARTICLE V. UNIVERSITY ADVISOR

1. Selection:
 - a. One or more advisors will be selected with the majority decision of the Executive Body, and approval of the membership.
 - b. One advisor must be a fulltime faculty or staff member at NMSU, per NMSU Campus Activities' policy. A second advisor may be a Nepalese diplomat to the United States.
2. Duties:
 - a. To patronize the Association
 - b. To provide necessary and constructive advisement(s) for the welfare of the Association as per the duties and responsibilities designated by the Campus Activities' Advisor Agreement Form.

- 3. Term of office:
The term of advisor(s) will be of one year.

ARTICLE VI. MEETINGS

- 1. Regular meetings:
The Executive members/officers will meet once a month as part of the regular meeting. At least 51% of executive members are required to reach quorum.
- 2. Business meetings of the membership shall occur as needed, but at least once per semester.
- 3. Special meetings-frequency and cause:
Urgent meetings will be held if 1/3 members in executive urge it through written application. All members shall be notified of such special meetings at least 24 hours in advance through e mail.
- 3. Quorum required to transact business:
 - a. Quorum shall be a simple majority of all members.
 - b. All business transactions/decisions will require a majority vote to pass, providing quorum is met.
 - c. Any member may vote 'no' to indicate their disagreement with the motion up for vote to state their NOTE OF DISSENT, which will be counted as a neutral vote/consent.

ARTICLE VII. FINANCES

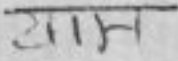
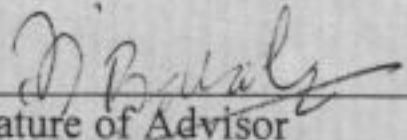
- 1. a. No direct levies will be applied to members.
b. Essential financial needs observed by the Executive body will be solved by willing and non-willing dues paid by all the members as per the Executive Body's decision. The amount of the dues shall be determined by the Executive Body and approved by the membership.
- 2. All transactions must be processed through the ASNMSU Comptroller's Office.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The Association shall abide by the latest edition of Robert's Rules of Order.

ARTICLE IX. AMENDMENT OF THE BY-LAWS

- 1. a. Necessary amendment (s) will be made at a business meeting of all members.
b. A simple majority vote of the active members shall be required to pass an amendment.
- 2. a. Every member will be notified one month in advance of the meeting where a vote on any amendment shall occur.
b. In addition to regular business meetings, a General Assembly of all members for reason or no reason will be summoned once a year.

	<u>10/17/05</u>
Signature of President	Date
	<u>10-17-2005</u>
Signature of Advisor	Date