

# Nepalese Student Association Bylaws

March 4, 2022

## ARTICLE I. NEPALESE STUDENT ASSOCIATION, (NeSA-NMSU)

### Section 1. Abbreviations:

- a. The term “NMSU” refers to the “New Mexico State University”
- b. The term “NeSA” refers to “Nepalese Student Association”

### Section 2. Others:

The rules, policies, and the procedures stated by bylaws for the Nepalese Student Association apply specifically to the NeSA. Any similarity between the laws content within and bylaws of any other association should result from coincidence or occurred **due** both documents originating the “Format of bylaws for Chartered Student Organization” as provided by NMSU.

## ARTICLE II. PURPOSE

### Section 1:

To promote academic activities within and outside NMSU.

### Section 2:

To participate in various activities sponsored or organized by NMSU.

### Section 3:

To assist Nepalese students to adapt with the NMSU campus environment.

### Section 4:

To introduce and promote Nepalese culture to the international communities.

**Section 5:**

To promote mutual collaboration with other student associations within NMSU and communities in the United States and around the world.

**Section 6:**

To form action committees to meet the goals mentioned in Article II Section ( 1, 2, 3, 4, & 5).

**ARTICLE III. MEMBERS AND MEMBERSHIP**

**Section 1: Membership:**

**a. Active Membership:**

- i) NMSU main campus (Nepalese or US residents of Nepalese origin graduate students) will be eligible to apply for membership with voting rights.
- ii) NMSU main campus and branch campuses (Nepalese or US residents of Nepalese origin undergraduate students) will be eligible to apply for active membership.

**b. Associate Members:**

- i) Associated members shall have all membership privileges except for the right to vote or hold office.
- ii) Interested family members of active or voting members or any student of Nepalese descent will be eligible to apply as an associate membership.
- iii) Any interested US residents of Nepalese origin.

**c. Honorary Members:**

Students, faculty or staff members of main or branch campuses of NMSU of any other nationalities other than the Nepalese currently affiliated to NMSU who have made significant contribution to the society can be designated for honorary membership.

**Section 2: Procedure for affiliation with the organization.**

- a. All eligible individuals who wish to be members should attend a meeting and provide contact information.
- b. All other members, except for the active members stated in Article III (Section 1,a) will be non-active or non-voting associate or honorary members.

## ARTICLE IV. OFFICERS

### Section 1. List of Officers:

a. President	1
b. Vice-President	1
c. Secretary	1
d. Treasurer	1
e. Executive Members	3

### Section 2. Duties of Officers:

#### a. President

- i. The president shall be the chief executive of the association and preside over all the meetings.
- ii. To plan, monitor, assess and administer Association's program.
- iii. To break a decision tie with his/her vote.
- iv. To sign off all disbursement with the Treasurer.

#### 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 prepare meeting agenda, record meeting proceedings, and archive all official records of the association.
- iii. To maintain and disseminate information to all members.

#### d. Treasurer

- i. To maintain and update financial records.
- ii. To develop annual budget and prepare financial reports.
- iii. To present financial reports as demanded by the executive body.
- iv. To sign off all disbursement with the President.
- v. To assist the President and other executive members in achieving NeSA objectives.

#### e. Executive Members

- i. To assist the organization.
- ii. The executive members are the part of executive committee.

### **Section 3. Eligibility required for Officers:**

- a. All active members enrolled full time at NMSU main campus will be eligible to apply for the positions of officers.
- b. Candidates for all positions should have at least four hours of community service during the last two semesters.
- c. Candidates for the president should have at least 50% attendance in NeSA's monthly meeting during the past twelve months.
- d. The eligibility criteria Section 2(c) do not apply for executive members.
- e. If the election committee fails to receive nomination with the criteria stated above, the committee shall make provisional eligibility criteria for nominating executive officers.

### **Section 4. Nomination Procedure:**

Any active members who meet the criteria in Section 2 is eligible to contest the election.

### **Section 5. Election procedure:**

- a. Three to Five members election committee chaired by faculty advisor shall be formed. The committee will have full authority to take any action required for conducting the election.
- b. Nominees without opponents shall be declared as winners.
- c. If a position receives more than one nomination, the officer should be elected through a majority vote casted by all eligible voters (see Article III for voter eligibility), providing quorum is met.
- d. Election shall be held each year at the beginning of the fall semester.
- e. The tenure of the elected officers will be one year or until the next election.
- f. Votes shall be cast by written ballot and counted by an officer and advisor.

### **Section 6. Procedure for filling vacancies and circumstances:**

- a. Vacancies that occur in the Executive body shall be replenished with due process as mentioned in Article IV in section (3), (4), and (5).
- b. Any vacancies in the executive body shall be considered urgent and duly filled at the next meeting.

### **Section 7. Attendance:**

Attendance in monthly meeting is mandatory for officers. In case of unavoidable circumstances, an officer shall furnish a written notice at least 24 hours prior to the meeting.

## **ARTICLE V: ACTION COMMITTEES**

### **Section 1. List of Action Committees:**

- a. The Executive Committee shall form the following action committees to fulfill the purpose of Article II:
  - i. Academic Committee
  - ii. Sports Committee
  - iii. Cultural Committee
  - iv. Community Service Committee
  - v. Web and Communication Committee
  
- b. The Executive Committee may also form other action committee for the accomplishment of certain functions. Responsibilities of these action committees shall be defined by the executive committee.

### **Section 2. Procedures of forming action committees:**

- a. Executive board will nominate the name of each committee directors.
- b. The program directors can choose 3 to 5 members for their action committees
- c. The nominated directors and committees shall be approved by the general meeting with a simple majority, providing quorum is met.

### **Section 3. Roles and responsibilities of committee/Program Directors**

- a. Fulfill duties and responsibilities as defined by the general meeting and executive board.
- b. Take necessary actions to accomplish the defined responsibilities in close collaboration with the executive committee.
- c. Attend regular meetings and present progress report.

## **ARTICLE VI. UNIVERSITY ADVISOR**

### **Section 1. Selection:**

- a. One or more advisors shall be selected by the Executive Board and approved by the general meeting.
- b. The first Advisor must be a full-time faculty or staff member at NMSU.
- c. The second advisor may be a Nepalese diplomat to the United States or a full-time faculty or staff member at NMSU.

### **Section 2. Duties:**

- a. To patronize the Association.
- b. To advise Executive Committee as needed.

- c. To abide by the guidelines of the campus activities' advisor agreement form.
- d. Terms of office: The term of advisor(s) will be of two years.

## **ARTICLE VII. MEETINGS**

### **Section 1. Regular meetings:**

The Executive members/officers will meet once a month as a part of regular meeting. At least 51% of the executive members are required to reach quorum.

### **Section 2. Business/general meetings:**

The Business/general meeting shall be held each semester.

### **Section 3. Special meeting-frequency and cause:**

Special meetings shall be called if a written request is made by one-third of the executive body. All members shall be notified about the meeting at least 24 hours in advance.

### **Section 4. Quorum required for business transactions:**

- a. Quorum shall be a simple majority of the executive body.
- b. The executive body through a majority vote shall pass all business transactions/decisions and submit it to the general meeting for final approval.
- c. Any member may 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 VIII. FINANCES**

### **Section 1.**

- a. No direct levies will be applied to members.
- b. Essential financial needs will be fulfilled through voluntary donations.
- c. If an event organized by the association involves significant cost, the executive body may charge participation dues. The amount of such dues shall be determined by the executive body and approved by the membership.

### **Section 2.**

All transactions must be processed through the NMSU Business Office or off campus account.

## **ARTICLE IX. PARLIAMENTARY AUTHORITY**

The Association will be abided by the latest edition of Robert Rules of Order.

## **ARTICLE X. DISCIPLINE OF MEMBERS**

### **Section 1.**

When a member believes that another member has engaged in conduct that is detrimental to the organization, a written charge may be filed with the Executive Committee. The Executive Committee shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee shall determine whether misconduct occurred. If it determines that misconduct did occur, Executive Committee shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

### **Section 2.**

The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

### **Section 3.**

The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

### **Section 4.**

By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

## ARTICLE XI. AMENDMENT OF THE BY-LAWS


### Section 1.

- a. Necessary amendment(s) will be made at a business/general meeting of all members.
- b. A simple majority vote of the active members shall be required to pass an amendment, providing quorum is met.

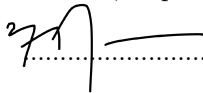
### Section 2.

- 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 meeting, a General Assembly of all members shall be summoned once a year.


Krishna Acharya  
President, Nepalese Student Association

  
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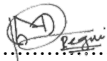
Dr. Ram N. Acharya  
Advisor, Nepalese Student Association

  
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Dr. Deepak Subedi  
Advisor, Nepalese Student Association

  
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Dr. Madhav Regmi  
Advisor, Nepalese Student Association

  
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