

CONSTITUTION OF THE NEPALESE STUDENT ASSOCIATION
KANSAS STATE UNIVERSITY
April 28, 2006
Revised and passed April 11, 2009

ARTICLE I NAME AND PURPOSE

Section 1: This organization, registered with Student Government Association, shall be known as **Nepalese Student Association**, hereinafter referred to as '**NSA**' in this constitution and its By-Laws.

Section 2: The NSA shall be a non-profit, non-political and non-religious organization formed to carry out its purposes listed as follows:

- (i) To bring together individuals who share common interests in various aspects of Nepalese life and culture.
- (ii) To promote Nepalese culture in Kansas State University (KSU) and the local community in Manhattan.

ARTICLE II MEMBERSHIP AND VOTING RIGHT

Section 1: Any person, who has interests about Nepal and Nepalese culture and is student, faculty and /or staff, defined by KSU- office of student activities and service (OSAS), can be a member of the NSA.

Section 2: Every member shall have the voting right.

ARTICLE III THE EXECUTIVE COMMITTEE

Section 1: An elected committee hereinafter called as "Executive Committee officers" shall govern the NSA.

Section 2: The Executive Committee comprises of a President, a Vice President, a Secretary, a Treasurer and three Executive Members.

Section 3: In conformance with the procedures of the Campus Activities Board of Kansas State University, the NSA shall have a Faculty/Staff Advisor from the faculty/staff of Kansas State University at all times.

Section 4: Any KSU student with NSA membership qualifies for the candidacy of the Executive Committee. The NSA members shall elect the members of the Executive Committee each year for a one-year term in a meeting that can be attended by all the members of the NSA. A meeting called for all the members of the NSA shall hereinafter be referred as 'General Meeting'. The election shall be held on spring break. The new committee starts its work from the day they renew organization's registration. The elected Executive Committee members cannot apply for the same post for the consecutive year.

Section 5: In the event that a member of the Executive Committee other than

the President resigns at any time during his/her term, the Executive Committee shall appoint a new member for the remaining term. In the event that the President resigns at any time during his/her term, the Vice President shall act as the President for the remaining term. If the entire Executive Committee resigns during its term, election shall be held within thirty days of the date of resignation. The NSA advisor shall be responsible for all activities of the NSA until a new committee is elected. In the event that the Faculty/Staff Advisor resigns, the Executive Committee shall nominate a new Faculty/Staff Advisor.

ARTICLE IV GENERAL MEETINGS

Section 1: The Executive Committee shall call two General Meetings. The notice of such meetings with information on date, time, place and agenda shall be sent to the NSA members at least a week in advance.

Section 2: In addition to the two General Meetings, a special general meeting may be called anytime either by the Executive Committee or by one third of the NSA members with the written request. The Executive Committee shall then call a general meeting within a month of the date of submission of such a request.

Section 3: If the executive committee refuses to call a special general meeting for the request made in accordance with Section 2 of Article IV, a complain can be filed by NSA member(s) to the Faculty/Staff Advisor, who may then act according to Article V of this constitution.

ARTICLE V REMOVAL OF THE OFFICERS

Section 1: An officer in the NSA office is subject to removal if he/she violates this constitution or Kansas State University Student Conduct Code.

Section 2: Any member is eligible to request the remainder of the Executive Committee for an officer's removal.

Section 3: Once the request to remove an officer has been made and a (special) general meeting has been announced, the officer in question shall be notified in written at least one week in advance to publicly defend his/her position at a (special) general meeting.

Section 4: Removal of an officer requires at least two-thirds (2/3) votes of the attendees in the (special) general meeting.

Section 5: The attendees shall immediately elect new officer(s) for replacement in accordance with Section 4 of Article III of this constitution.

ARTICLE VI AMENDMENTS

Section 1: Amendments of this constitution and its by-laws shall be made in

the General Meetings.

Section 2: Any member may propose amendments to this constitution or its by-laws. The written proposal must be sent to all members at least a week in advance of the General Meeting.

Section 3: There will be an open forum followed by voting on the amendment(s) in the General Meeting. A constitution amendment to be accepted requires at least two-third (2/3) of votes of attendees. Similarly, a by-laws amendment requires a simple majority vote of the NSA members.

ARTICLE VII ELECTION PROCEDURE

Section 1: The election should be held on spring break.

Section 2: The Executive Committee will appoint an Election committee that will conduct the election under the recommendation of the Executive Committee. The Election Officer shall not be a candidate for the election.

Section 3: The NSA members interested in the Executive Committee posts should submit a written application to the election Committee at least one week prior to the election date. The election Committee shall set the election date and inform all NSA members one week prior to the election Day.

Section 4: The election Committee will review all applications received for eligibility.

Section 5: In the case of tie-vote, the Election Officers will toss.

Section 6: The election results will be announced during the General Meeting, and also informed to all NSA members by the election Committee.

ARTICLE VIII MEMBERSHIP SUSPENSION AND TERMINATION

Section 1: Membership automatically terminates when the member is no longer a KSU student, faculty or staff.

Section 2: On finding any member of the NSA acting against the NSA purpose as stated in Article I, the Executive Committee has right to suspend his/her membership. The suspended member has the right to appeal to the General Meeting in order to lift the suspension of the membership.

Section 3: Failure to appeal to the next General Meeting right after the suspension will result in the membership termination. The membership will also terminate automatically if a member does not renew his/her membership.

BY-LAWS TO THE CONSTITUTION OF THE NEAPLESE STUDENT ASSOCIATION

KANSAS STATE UNIVERSITY

ARTICLE I THE EXECUTIVE COMMITTEE

Section 1: The President shall be the in-charge of overall coordination of all matters of the NSA. He/she shall also be responsible for having the NSA registered with the Union Activities Board of Kansas State University. The President shall be the NSA representative for the International Coordinating Council (ICC) at Kansas State University. He/she shall inform the Executive Committee of any ICC meetings. If he/she cannot attend any ICC meeting for any reason, he/she should inform the Executive Committee in advance and designate one of the other Executive Committee members to attend in his/her place.

Section 2: The Vice President shall be a liaison with various campus and non-campus organizations and individuals.

Section 3: The Secretary's responsibility includes recording the minutes of all NSA meetings, corresponding and maintaining of all non-financial records of the NSA.

Section 4: The Treasurer's duties are outlined in Article V of the By-Laws of the Constitution of the NSA.

Section 5: The Executive Member's duty is to assist any NSA activity.

Section 6: The decision of the Executive Committee on all the operational matters of the NSA shall be final.

ARTICLE II THE EXECUTIVE COMMITTEE MEETINGS

Section 1: The Executive Committee shall meet at least once in every three months during its term. The faculty/staff advisor shall be invited to attend such meetings.

Section 2: The President shall preside over such meetings. In the event that the President cannot attend, the Vice President shall preside over that meeting.

Section 3: The Secretary shall record the minutes of such meetings. In the event that the Secretary cannot attend such meeting, one of the other members of the Executive Committee shall record the minutes.

ARTICLE III MEMBERSHIP FEES

Section 1: The Executive Committee will decide the membership fee which is non refundable for each year.

ARTICLE IV APPOINTMENTS

Section 1: In order to assist any activity of the NSA, the Executive Committee may create additional position(s)/subcommittee(s) which shall carry a designation and clearly defined responsibilities. The term of these position(s)/subcommittee(s) shall depend on the task assigned and/or the duration of the Executive Committee.

Section 2: The Executive Committee has the right to dismiss any appointed one or more members of any subcommittee in the event of failure to perform his/her duties.

ARTICLE V TREASURY, ACCOUNTING AND RECORDS

Section 1: Only the President and the Treasurer have the authority to sign checks on behalf of NSA activities. The signatures of both the President and the Treasurer are required.

Section 2: The Treasurer shall maintain the detailed records of incomes and expenses of the NSA in the account notebook. The income to the NSA includes membership fees, donations to NSA, advertisement revenues, funding obtained from Kansas State University and other sources.

Section 3: The Treasurer shall obtain and keep a receipt for all transactions incurred. The Treasurer has authority to spend a maximum of US \$50 (fifty dollars) with the approval of the Executive Committee in the NSA activities without obtaining receipts during his/her entire term.

Section 4: The Treasurer shall issue a receipt of each income the NSA receives; the counterfoils of all such receipts, giving the date of the transaction, the amount and the source, shall be retained by him/her.

Section 5: The Treasurer shall prepare quarterly statement of revenues and expenses during his/her term and send a copy to the President and Faculty/staff Advisor.

Section 6: The Faculty/staff Advisor shall review and approve the financial statements mentioned in Section 5 of Article V of the By-Laws to the constitution of the NSA quarterly.

Section 7: The Treasurer shall prepare a statement of revenues and expenses at the end of his/her term, and the copies will be sent to all NSA members. The Treasurer shall present the statement to a General Meeting.

Section 8: The outgoing Treasurer shall prepare the followings: (i) a statement of funding approved for the NSA by ICC of Kansas State University and (ii) a statement of funding provided to the NSA by the Student Governing Association (SGA) of Kansas State University. These statements shall be furnished to the incoming Treasurer and the Faculty/Staff Advisor no later than one month after the new Executive Committee takes office.

Section 9: The outgoing Executive Committee shall provide the incoming Executive Committee the following documents no later than one month after the incoming Executive Committee takes office: (i) minutes of all the General Meetings and Executive Committee meetings for the preceding year, (ii) quarterly financial statements mentioned in section 5 of Article V of the By-Laws to the constitution of the NSA including the annual report and (iii) any other relevant records.

ARTICLE VI FUND RAISING AND DONATIONS

Section 1: The NSA executive committee can decide to raise fund from its members, their families, and any other person or organization that has interest in NSA activities, in order to run its activities.

Section 2: The NSA executive committee may decide raise fund from its ex-members and their families who want to continue their affiliation with NSA.

Section 3: Those who contribute to NSA will get the honorable mention in the programs conducted by NSA and also in its website.

Section 4: The NSA executive committee may donate money to organizations requesting donations with approval of two-third of the members.