

## **I. Name of the organization**

The name of this organization is Nepalese Students' Association at Iowa State University

This organization will abide by Iowa State University rules and regulations, state and federal laws. It is open to register students at Iowa state and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U. S. veteran. Amount of money belonging to this organization will be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office. All funds will be deposited within 48 hours after collection. The advisor to this organization has to approve and sign each expenditure before payment.

## **Article II. Purpose**

The purpose of the Nepal Student Association shall be:

- Represent Nepali students in the state of Iowa,
- Promote Nepali identity and culture,
- Disseminate information and enhance cooperation among Nepali, American and other international students, faculty and staff,
- Promote better understanding between Nepali, American and other international students, faculty and staff,
- Provide forum for social, cultural and educational exchange for those interested in Nepal.
- Organize social and cultural activities to promote interest in Nepal and Nepali society,
- Support and provide guidance to newly arrived Nepali students and families for successful transition into American environment.

## **Article III. Membership**

### **Section 1.**

Membership to Nepal Student Association at Iowa State University is open to any Nepali, American and other international students, faculty, staff or individual interested in Nepal and Nepali society.

### **Section 2.**

*Membership Categories:*

- Individual Membership
- Family Membership

## **Article IV. Dues & Fees**

The membership fee will be paid by each prospective member at the time of application. The amount of the membership fee will be determined by the Executive Committee of the association. The membership fee for 2010/2011 is as follows:

- Individual Membership \$10.00

- Family Membership \$10.00

## **Article V. Executive Committee**

### **Section 1.**

The Executive Committee is consisted up of the President, Vice President, Secretary, Treasurer, Social Chair and Member.

For the requirements and eligibility to be an officer are as follows:

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

Election of the officer takes place at the start of the fall semester.

Any member can be elected and/or serve as the President, Vice President, Secretary, and Treasurer of the Executive Committee. All positions except member in the executive committee will be filled by students. Election to officer will require an absolute majority of the members present at the general meeting.

### **Dates of Election/Appointment and Method for advisor:**

The term for the adviser will be one full year (from August to August). The adviser will be selected by the officers and then voted on by the general membership. A majority vote is needed for an adviser to be selected.

### **Removal of officers or advisor**

Officers or advisers may be removed from office by  $\frac{1}{2}$  vote of the other officers and  $\frac{3}{4}$  of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

### **Replacement of Officer or Adviser**

If an officer or adviser is removed the replacement procedure is the same as the election procedure described as above. It shall take place at the first meeting following the removal of the previous officer/adviser.

## **Section 2.**

### *Duties and Functions*

#### *Advisor*

- Maintain communication and meet with officer(s) regularly
- Awareness and approval of financial expenditures
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

#### *President*

- Serve as an official representative of the association
- Preside over meetings of the association
- Appoint committees with the approval of the Executive Committee
- Coordinate association's activities
- Perform all other duties belonging to the Chief Executive Officer

#### *Vice President*

- Take over all the functions of the President in case the President is unable to perform his/her duties
- Keep all records of the association

#### *Secretary*

- Keep minutes of all meetings
- Assist the President in all her/his duties
- Conduct correspondence for the association

#### *Treasurer*

- Collect and give receipts for all money collected
- Make disbursements upon approval by the association
- Manage the finance of the association
- Report the record of funds to the association

#### *Social Chair*

- Keep records of all events and activities
- Develop new activity
- Estimate items required on each activity

## **Article VI. Meetings**

The association shall hold one general assembly per year. The association shall also hold at least two general meetings each year.

## **Article VII. Amendments**

This constitution may be amended by a 2/3 majority of the membership of the association. A written notice of the proposed amendment must be given to all members of the association at least one week prior to the meeting at which the amendment is considered.