

Constitution of the Nepalese Students' Association

ARTICLE I – NAME

The name of this organization shall be Nepalese Students' Association, which can be abbreviated as NSA.

ARTICLE II - PURPOSE

The primary purpose of Nepalese Students' Association will be to represent Nepali students at Iowa State University and promote Nepali culture. Other purposes of Nepalese Students' Association are:

- Promote better understanding and enhance cooperation among Nepali, American and other international students, faculty and staff.
- Provide a forum for social, cultural and educational exchange for those interested in Nepal.
- Support and guide new Nepali students in transition to the American academic setting.

To achieve these goals, Nepalese Students' Association will organize various social and cultural events as well as boot camps for new students on how to use online educational tools and how to seek educational resources available at Iowa State University.

ARTICLE III – STATEMENT OF COMPLIANCE

Nepalese Students' Association abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Nepalese Students' Association agrees to annually complete President's and Treasurer's Training.

ARTICLE IV – NON-DISCRIMINATION STATEMENT

Iowa State University and Nepalese Students' Association do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex,

color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

ARTICLE V – MEMBERSHIP

Section 1: Requirements

Nepalese Students' Association shall be open for current and former Iowa State University undergraduate, graduate, doctoral, post-doctoral, and professional students. In addition, all current or former Iowa State University faculty and staff as well as members of Ames community shall be eligible to be members.

Section 2: Membership Categories

Nepalese Students' Association shall have four categories of membership, three of which are individual membership and the fourth one is family membership.

- Undergraduate Student Membership
- Graduate Student Membership
- Faculty/Staff/Post-doctoral Researchers Membership
- Family Membership

Section 3: Removal

- a. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- b. The removal process may be initiated by any member of the organization.
 - A formal call for removal must first be brought to the officers of the organization. A member may call for removal of another member by emailing the President of

the organization and requesting to discuss their concerns at the nearest officer meeting.

- Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
- c. Membership may be revoked by a majority vote of club membership present at the voting meeting.
- d. Voting will be conducted by secret ballot at any event organized by the organization.
- The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).
- e. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
- f. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
- g. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
- h. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
- i. Member in question may request reinstatement 365 days after removal.
- j. Member must submit a written request for reinstatement to officers.
- k. Officers must reach a unanimous vote through a show of hands to reinstate member.

ARTICLE VI - OFFICERS

Section 1: Officer Positions and Duties

a. President

- Facilitate officer meetings and general meetings.
- Oversee the activities of the officers and general membership.
- Maintain record of membership in the student organization database.
- Serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU's Risk Management Office and (d) to ensure that proper waivers and background checks are on file with Risk Management for events.
- Maintain contact with the Advisor regarding organization activities and concerns
- Represent the organization to the University.
- Complete all trainings as required by Iowa State University policy.

b. Vice-President

- Assume the duties of the President in their absence.
- Direct constitutional updating and revisions Facilitates election of officers.
- Recruit new members to the organization.
- Serve as an ex-officio member of standing committees.
- Oversee the impeachment and removal process for members, officers, and advisor.

c. Treasurer

- Manage the club's finances.
- Hold the club's purchasing card (p-card) and assigns additional p-card(s) to other designated club members.
- Maintain the club's budget and work with officers to determine spending allowances.

- Collect dues at the beginning of each semester.
- Work with Advisor to approve each expenditure before payment.
- Complete all trainings as required by Iowa State University policy.

d. Secretary

- Obtain appropriate facilities for organization activities.
- Keep a record of all members of the organization.
- Prepare organization's calendar of events Keeps and distributes minutes of each meeting of the organization.
- Maintain attendance at all meetings Maintains organization's records, storage, and office.
- Prepare and file any required reports Handles all official correspondence of the organization.
- Collect organization's mail.
- Keep members of the organization informed about activities, university events, and important dates.

e. Event Co-ordinator

- Preside over the planning and implementation of the organization's public events.
- Work with the treasurer to remain within budget for all events.
- Establish and maintain relationships with vendors and campus partners.
- Supervise event staff.
- Reserve rooms/spaces for the organization's events.
- Order food and supplies for events.
- Complete event authorization process and ensure that all necessary paperwork is completed and submitted to the university.

f. Social Chair

- Employ media outlets to inform the campus community about the organization's activities.

- Create a membership newsletter to keep members informed and involved with the organization.
- Design physical and virtual graphics to market the organization.
- Create and distribute all advertisements and designs.
- Take photos and videos at the organization's events.

g. Public Relations Chair

- Plan and direct community outreach events.
- Build and maintain relationships with community partners.
- Identify opportunities to serve the community during organization programs.
- Track alumni of the organization and keep them informed about the events of the organization.

h. Membership Chair

- Propose diverse topics to be included in membership meetings.
- Ensure that policies and practices of the organization abide Iowa State University policies as well as Local, State, and Federal laws.
- Organize boot camps on how to access the educational resources at Iowa State University.
- Write a narrative or create a scrapbook of the current year in your organization's history.

i. Webmaster

- Maintain website of the organization.
- Engage with members through web-based outlets.
- Reserve technical equipment, if applicable, for events of the organization.
- Compose email for the mass emailing list, later to be submitted for approval by the President.

j. Undergraduate Mediator

- Work as a bridge for all undergraduate members
- Observe the officers' activities and keep undergraduate peers updated

k. Executive Members

- Liaise with other officers on scheduling and planning of events of the organization.
- Ensure the other officers follow the constitution.
- Observe the officers' activities and report to the general membership.

Section 2: Elections

- a. Elections will occur annually during Dashain program in the month of October or November.
- b. Members interested in running for an officer position will complete a nomination form sent out by the President at least 3 days prior to the general membership vote.
- c. For the position of President and Treasurer, previous committee members who have served for at least one year will be eligible for nomination. In case previous committee members have not submitted their nomination, general membership may be nominated. If there are multiple candidates from the previous committees, general membership will vote for candidates.
- d. Voting will occur at a general meeting during Dashain celebration event and the date of the event will be announced at least two weeks in advance through an email to all members.
- e. Before the voting, each candidate will have 2 minutes to speak in front of general membership, if desired.
- f. Voting will occur by show of hands and the candidates will be elected by a majority vote of members present at the event.
- g. In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.

- h. In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest voted candidates. Unlike the election, voting during run-off election will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
- i. The term of office for all officer positions shall be one year, spanning between the two Dashain celebration events.

Section 3: Impeachment/Removal

- a. Officers can be removed from their position by a vote of club membership.
- b. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
 - The officers will hold a special meeting with the Advisor to deliberate.
 - The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- d. Officers can be removed from their position by a majority vote of club membership present at the voting meeting.
 - Voting will be conducted by secret ballot at a general meeting.
 - The vote will be announced at least one week prior to the meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).

- e. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f. The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- g. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

Section 4: Officer Replacement

- a. In the case of an officer vacancy, a special election must occur within two weeks of the position being vacated.
- b. Special elections must follow the same format as annual elections, outlined in Article VI Section 2.
- c. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

Section 5: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

- a. 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.
- b. 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 3.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

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

ARTICLE VII - ADVISOR

Section 1: Duties

The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Section 2: Method of Selection

- a. Advisor candidates shall be verbally nominated by the incoming President after being voted in.
- b. A candidate may be elected through a majority vote of officers.
 - Officers will vote through a show of hands.
 - All officers must be present for a vote to occur.
- c. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- d. If the Advisor candidate declines, the officers will repeat steps (a)-(c).

Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure.

Section 4: Impeachment/Removal

- a. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.
 - Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
- b. The Advisor must be notified and given reason for removal at least one week prior to voting.
- c. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.
- d. The Advisor will be notified of the decision via email.

Section 5: Advisor Replacement

- a. In the case of an advisor vacancy, the President of the organization must verbally nominate advisor candidates within two weeks of vacancy.
- b. Special nomination must follow the same format as advisor nomination, outlined in Article VII Section 2 Sub-sections (b)-(d).

ARTICLE VIII - FINANCES

- a. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor must approve and sign each expenditure before payment.

- b. Upon disbandment of Nepalese Students' Association, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c. Dues will be determined by a majority of officers at the beginning of each semester. Dues will not exceed \$ 10 for undergraduate students, \$ 20 for graduate students, \$ 25 for staff/faculty/post-doctoral researchers, and \$ 40 for families.
 - Dues will be collected by the Treasurer within the first month of each semester through cash or checks.

ARTICLE IX - AMENDMENTS AND RATIFICATION

- a. The amendment process may be initiated by any club member.
 - Requests for amendment must be submitted in writing to the club officers
 - The officers must have a majority vote of approval to move the amendment to a general membership vote.
 - Officers will vote through a show of hands.
- b. The proposed amendment must be presented to general membership at least three days before the vote.
- c. Constitution may be amended by a majority vote of club membership present at any event organized by the organization.
 - Voting will take place at any event.
 - Voting will be conducted by show of hands.
- d. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- e. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
 - Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.

- Notification of these changes must be communicated at the next full organizational meeting