

CONSTITUTION of The Nepalese Student Association
at
Kent State University

PREAMBLE

We, Nepalese students at Kent State University establish this constitution of the Nepalese Student Association at Kent State University (hereinafter referred to as the constitution), a non-political organization, to promote mutual understanding and cooperation among Nepalese Student at Kent State University.

ARTICLE I: Name

The name of this organization shall be the Nepalese Student Association at Kent State University abbreviated as Kent-NSA (hereinafter referred to as the association).

ARTICLE II: Purpose

Section 1:

The purpose of the association shall be the following.

1.1 To promote Nepali culture and organize social and cultural events as far as practicable.

1.2 To establish and maintain harmonious relations with American and International students; and respective student organizations at Kent State University. It also extends its approach with other social and cultural organizations outside the Kent State University to share its goals.

1.3 To respect the human rights and freedom of expression.

Section 2:

The association shall coordinate and promote activities, programs and fund-raising events which are of support to the goals of the association.

ARTICLE III: Membership

Section 1:

Membership in the association shall be open to any and all students, faculty, and staff at Kent State University. Active membership shall be determined by the following two criteria.

1.1 He / She must be Nepali and Nepalese origin.

1.2 He / She must be a currently enrolled student of Kent State University with at least three hours of University course work or dissertation.

Once a student graduates or ceases to be a student at the University, his/her active membership in the association shall cease.

Section 2:

Besides the active members, the association shall have two other types of members (a) an affiliate member and (b) an honorary member.

- 2.1 An affiliate member is one who is taking less than three hours of University course work or one who is not currently enrolled. Such members may not outnumber student members, hold office, vote for officers, or vote on the expenditure of money. They may not schedule university facilities or services on behalf of the organization. Such members are expected to know, understand, and abide by all university rules and regulations.
- 2.2 The association has a provision to extend an honorary membership to distinguished Nepalese and/or international personalities who have contributed in his/her field in a way that honoring him/her by this membership the association can take pride and feel honored itself.

Section 3:

Any member may be removed from membership for violation of the purposes of the association by a two-thirds vote of the active members. All members must be notified of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Executive Committee who will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership. Voting for removal from membership is to be done by secret ballot within one week of the meeting. Only active members may vote. The member in question must be notified immediately of the outcome of the vote.

Section 4:

It shall be stated as part of the policy of the association at Kent State University that there shall be no form or type of discrimination in the association, whether it be due to ones race, color, religion, gender, sexual orientation, ancestry, age, handicap, or veterans status.

Section 5:

With active membership in the association comes full floor and voting privileges on any and all items of association business, including resolutions, items of legislation, bylaws, and elections.

ARTICLE IV: Officers

Section 1:

The elected officers shall consist of a president, a vice president, a secretary, a treasurer, an editor and two members and form the executive committee including an immediate past president as a default member. The executive committee and executive committee members shall be responsible for all the following administrative duties of the association.

- The executive committee shall prepare the agenda, pending adoption by a simple majority vote at the general meeting.
- The committee shall serve as an administrative check and balance mechanism. It shall act as an advising and governing body within the scope of its expressed purposes, duties and responsibilities entrusted to the committee by the membership.
- All executive committee members are expected to attend all organizational and committee meetings: in their absence, arrangements for suitable proxy, (informational and non-voting) will be expected when the committee grants an excuse.
- All executive committee members are equally important.
- The election of the committee shall be annual by simple majority vote in accordance with the constitution as listed below.
- The executive committee shall adopt a date, time and venue to hold the meetings of active members at least twice a year.
- The committee shall select a faculty advisor for the organization during the first meeting of the academic year.
- The committee shall decide the status of the member student/students in question, if any controversy arises about the membership of the Nepalese Student Association at Kent State University.

Section 2:

The president

- shall have the power to establish and maintain operation procedures of the association.
- shall establish the date, time and venue of all executive committee meetings after consultation with executive committee members.
- shall call and conduct all meetings, serve as ex-officio member of all committees.
- shall serve as official representative of Kent-NSA.
- shall possess the authority to make appointments, with the approval of the executive committee, to positions like program chair, fund-raising chair etc. as may contribute to the successful operation of the association.
- shall answer for all actions of the other officers. The president shall be able to vote in all decisions affecting the association.

Section 3:

The vice president shall assist the president with all administrative duties and assume those duties in the absence of the president.

Section 4:

The secretary

- shall keep accurate and detailed records of all meetings and affairs and present them at subsequent meetings.
- shall be responsible for announcing the executive committee meetings to the executive committee member and the meetings of the active members to the active members through available media.
- shall send/transmit all official association correspondence as directed by the executive committee.
- shall coordinate preparation and distribution of association flyers, handouts, and publications with the editor.
- shall keep a log of all active members who attend meetings and functions in order to ascertain the number of the active members in the organization.

Section 5:

The treasurer

- shall receive and distribute association funds upon the authorization of the president, in accordance with the financial rules and regulations of the University and the laws of the State of Ohio,
- shall make financial reports at all Executive Committee meetings, and present at the regular meetings of the association
- shall coordinate all fund-raising activities and collect monies from such activities.

Section 6:

The editor

- shall be responsible for keeping historical records of the association activities, events, fund-raisers, etc. to assist the group in maintaining its purpose and direction.
- shall be responsible for the publicity of all Kent-NSA events and website maintenance.
- shall gather all relevant information from the external sources.
- shall ensure public communications between Kent-NSA and its community by providing monthly reports of all Kent-NSA activities and distributing them through available media.

Section 7:

All elected officers must meet all requirements for holding office as stated in the Digest of Rules and

Regulations and the University Policy Register.

ARTICLE V: Elections

Section 1:

The president, the vice president, the secretary, the treasurer, the editor and two members shall be elected by the active members of the association to serve a term of one year. Annual elections shall be held at the first week of the September. The officers shall be elected by means of a secret ballot. The term of office for all officers shall begin on the first day of the second week of September and end on the same day of the following year.

Section 2:

The nomination of candidates for association officer positions shall be from the floor of the meeting by an active member of the association. Nominees for officer positions must be the active members of the association.

Section 3:

Voting shall take place after the close of nominations for each office. Officers shall be elected by the highest number of votes among the candidates for the particular post. These votes are from those association active members present, provided a quorum is met. Affiliate members are ineligible to vote for officers.

Section 4:

The order of succession shall be (1) the president (2) the vice president (3) the secretary (4) the treasurer (5) the editor and (6) two members in an alphabetical order of their names.

Section 5:

Vacancies occurring in any of the elected officers shall be officially filled at the next regular association meeting following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed to a vacant office, then an election shall be held to fill the vacant office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as the normal procedure for elections.

ARTICLE VI: Removal From Office

Section 1:

Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the active members, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur for failure to carry out the responsibilities of that office, for actions which violate the purposes of the organization, or for actions which violate University Rules and Regulations. Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunities given for the officer to answer charges at a meeting of the membership. Voting for removal from the office is done by secret ballot. Only active members may participate in this vote; affiliate members are ineligible to vote.

ARTICLE VII: Meetings

Section 1:

General membership meetings shall be held twice a year with additional meetings called by the president as needed. Notice of additional meetings must be given to all members in the most timely manner possible but not less than one week. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new president

Section 2:

The Executive Committee shall meet at least once a month; meetings will be called by the president.

Section 3:

Official notice of the meeting at which the election of association officers will take place must be provided to all association members not less than two weeks prior to such a meeting.

Section 4:

Quorum shall be defined as fifty percent plus one of the total of the association active members for the meeting of the association active members and just fifty percent of the executive committee members for the meeting of the executive committee.

ARTICLE VIII: Funding

Section 1:

Dues shall be charged for membership in the association. The amount of dues charged for each year will be determined at the first meeting of the new executive committee. The membership of the member will expire on the same day of the following year of the date when he or she takes or renews the membership. Membership dues can be paid during any semester and will be collected by the treasurer. Students who do not pay their membership dues will lose their privileges of membership, including voting rights.

Section 2:

The association will, as it deems necessary, undertake fund-raisers for its own purposes. All fund-raising shall be conducted in accordance with University policies and procedures.

ARTICLE IX: Amendments

Section 1:

Amendments to this constitution shall be adopted by a two-thirds vote of the active members present at two consecutive meetings at which the amendment has been read.

Section 2:

Once approved by the active membership, amendments shall be submitted to the Office of Campus Life of Kent State University.

ARTICLE X: Jurisdiction

Section 1:

The association is subject, as a registered student organization, to the rules, regulations, and policies of Kent State University and the laws of the State of Ohio. The rules, regulations, and policies of Kent State University shall hold precedence over any and all rules, regulations, and policies applying to the association