

Article I:

The name of the organization shall be Nepali Students Association (NSA)

Article II:

The Purpose of this organization:

- A. To give a platform to the Nepali students to voice their opinion, expose their talent and to extend all possible help to Nepali student community.
- B. To establish better relation and cooperation among Nepali students of Minnesota State University Moorhead (MSUM).
- C. To give the member officers a chance to make a difference at MSUM. "As an opportunity to be involved in different social and cultural activities along with other MSUM organizations and departments."
- D. To foster better understanding and friendship with the people of the host country and other nationals by depicting and communicating Nepali life and culture through various social activities.

Article III:

Officers:

Section 1: Criteria for Membership

- (a) Officers must be restricted to full-time Minnesota State University Moorhead students.

Section 2: Working Committee

- (a) Working Committee members consist of The President, The Vice-President, The General Secretary, The Treasurer, Public Relation Officer, Cultural Coordinators, Sports Coordinators, and Webmaster.

Members:

Section 3: Membership Eligibility

- (a) Any person who is currently enrolled as a full-time student at MSUM. A faculty or staff member at Minnesota State University Moorhead is eligible for membership but will be non-voting member.
- (b) Alumni of MSUM as non-voting members.

- (c) Minnesota State University Moorhead is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.
- (d) This organization shall abide by the Minnesota State University Moorhead Student Conduct Code.
- (e) This organization is not affiliated with any local, state, or national group.
- (f) Statement of Non-Hazing:
Hazing is prohibited by MnSCU Board of Trustee's policy. Minnesota State University Moorhead will investigate all allegations of hazing and will utilize appropriate judicial, disciplinary and criminal processes in our efforts to eradicate hazing. The MnSCU Board of Trustees Policy and the MSUM Student Code of Conduct define hazing as an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team. Such activities and situations include, but are not limited to sleep deprivation or causing excessive fatigue; engaging in public stunts, jokes, or degrading games and activities; compelled ingestion of any substance; forced servitude; paddling in any form; forced tattooing or branding; or late night activities that interfere with academic and occupational activities. The express or implied consent of the victim to any activity covered by the foregoing definition does not validate or excuse the activity.

Section 4: Criteria for Membership

- (a) The yearly membership fee shall be paid once a year before annual general meeting. Amount of fee will be decided in the working committee meeting every year for the following year.
- (b) Membership dues must be paid by the date stipulated by the working committee members each year.
- (c) Meeting attendance will be optional.
- (d) Members must be involved in at least one activity sponsored /organized by NSA.

Section 5: Categories of Membership

- (a) Nepali Alumni of NSA will be a part of separate advisory council as per the need, they will be non-voting members.
- (b) Each general member shall have only one vote. General members are official members of association who has the right to vote and has the right to be electoral candidate for the committee.

Section 6: Reasons for Membership Cancellation

- (a) Misappropriation of NSA's resources.
- (b) If a member's conduct is harmful to the image and objectives of the organization.

Section 7: Procedure for removal

- (a) NSA's working Committee must inform the general body of members if any members are in question.
- (b) Any member whose membership is in question shall be notified in a written form by NSA and he/she will have 15 days from the date of notice to file a written appeal.
- (c) Termination of membership shall be subject to the approval of a simple majority of officers present.

Section 7: Member Appeal

- (a) If the member wishes to appeal the vote for removal they must send a written letter of appeal to the NSA Working Committee within two weeks of the decision.
- (b) The president will review the appeal and notify the NSA and member in no more than one week of the decision.

Article IV:

Elections

- (a) Elections will be held at the beginning of the fall semester, under the supervision of Nepali Alumni and working committee.
- (b) Interested member shall self-nominate prior to the elections. Thus members wishing to be a nominee will be required to notify their candidacy to the secretary who shall announce the prospective candidates to the electorate.
- (c) The presiding secretary will give two weeks notice before elections.

- (d) Election shall take place through secret ballot.
- (e) Members must be present at the election in order to vote.
- (f) New officers shall hold their position for a full year term beginning from fall semester.

Article V:

Officers:

Section 1: Criteria for Officers

- (a) Officers must be restricted to full-time Minnesota State University Moorhead students.
- (b) MSU Moorhead requires a minimum 2.5 cumulative GPA for all officers.

Section 2: Various Officers and their Responsibilities

The President:

- (a) Shall be the head of the organization. All activities shall be carried out with the consent of the president.
- (b) Shall preside over all meetings of NSA. The president is empowered to direct all the office-bearers and the members for the smooth execution of the association activities.
- (c) Shall be answerable to the general body of the association.

The Vice-President:

- (a) Shall perform the duties of the president in his/her absence.
- (b) Shall oversee the implementation of the objectives of the organization.

The General Secretary:

- (a) Shall be responsible for all official works of the association.
- (b) Shall keep minutes of all meetings.
- (c) Shall communicate updates and announcements to members and officers via mail, e-mail, etc.

The Treasurer:

- (a) Shall report any financial issues regarding the organization.

- (b) Shall formulate the financial policies of NSA with an approval from the working committee and advisor.
- (c) Shall manage the cash flow of the organization and maintain the accounts of the association.
- (d) If the student organization receives Student Activity Budget Committee funding, the treasurer will remain in contact with the Activities Business Manager.

Public Relations Officer:

- (a) Shall be the voice of the organization. Any decision taken within NSA shall officially come out through the Public Relations Officer.
- (b) Shall develop programs aimed at improving the image of NSA.
- (c) Shall promote the objectives and activities of the organization at MSUM.

Cultural Co-coordinator(s):

- (a) Shall oversee all the cultural activities organized by NSA.

Sports Coordinator(s):

- (a) Shall oversee all the activities related to sports within NSA.

Webmaster:

- (a) Shall be responsible for designing and updating the website of NSA.

Section 3

- (a) NSA's officers shall serve for one academic year.
- (b) The officers must inform the members of the Issues of Equal Opportunity and Student Conduct at the initial meeting. Thereafter, all members shall be responsible for knowing and abiding by these policies.

Article VI:
Committees -

- (a) Standing Committee members consist of The President, The Vice-President, The General Secretary, The Treasurer, Public Relation Officer, Cultural Coordinators, Sports Coordinators, and Webmaster.

Article VII:

Meetings

- (a) Annual general meeting shall take place at the beginning of fall semester after the election.
- (b) The general meeting shall convene once a month.
- (c) The president will facilitate the meeting, the Public Relations Officer and the general secretary shall announce the meeting as determined by the standing committee members.
- (d) Members shall be notified through emails, phone calls and written notice.
- (e) "Quorum shall be defined as 2/3 of total active membership of the Nepali Students Association." Quorum is needed for official votes to take place. A simple majority is needed from the transaction of business to holding an election.
- (f) Method of conducting meetings is informal.

Article VIII:

Finances

Section 1

- (a) Dues are required to be paid by the stipulated date decided by the committee.
- (b) The Treasurer shall be responsible for the collection and disbursement of funds.
- (c) The President, Treasurer and Advisor will be responsible for authorizing all expenditures.

Section 2

- (a) If this group dissolves, all monies allocated by SABC shall be returned to SABC. Any other funds will be dispersed as the group sees fit.

Section 3

Student Organization Accounts:

All student organization accounts must be kept in an on-campus University account.

- a. Student Activity Budget Committee funds will be kept in an activity account.
- b. All other student organization funds, whether fundraised, donated, or collected dues, will be kept in an agency account.
- c. It is against University policy for student organizations to have off-campus accounts.

Article IX:
Constitutional Amendments

- (a) Any Member can propose an amendment to the constitution.
- (b) Proposed amendments must be submitted in written form to the president of NSA.
- (c) The working Committee members shall discuss the proposed amendment.
- (d) The committee member can take emergency measures in consultation with general members of NSA.
- (e) All amendments must be submitted to the Student Organization Advisory Committee for final approval and a revised copy of the constitution will be placed on permanent file in the Office of Student Activities.

Article X:
Advisor

Section 1: Role of the advisor

- (a) Shall recommend alternatives on matters concerning the organization.
- (b) Shall guide NSA to follow the policies of MSUM and NSA's constitution.
- (c) Shall attend meetings and functions as often as possible.

Section 2: Duration of term:

- (a) Shall serve for one academic year beginning from the fall semester.

Section 3: Criteria for selection of an advisor

- (a) All student organizations are required to have a currently employed MSUM faculty or staff advisor working on-campus during the semester(s) of advisement.
- (b) If the student organization receives Student Activity Budget Committee funding, the advisor will remain in contact with the Activities Business Manager.
- (c) The advisor will be selected through a unanimous decision taken by the working committee members.
- (d) "If the student organization maintains a University account, the Advisor(s) is responsible for overseeing said account."

Section 4: Criteria for change of an advisor:

- (a) If one year term is over.
- (b) If he/she is not able to perform desired responsibility.
- (c) If he/she voluntarily resigns.
- (d) In case of removal the Advisor will have 30 days to file a written appeal.
- (e) Termination of Advisor shall be subject to the approval of a simple majority of officers present.

Section 5: procedure for advisor appeal policy in case of removal.

- (a) Members shall submit possible prospective candidates for the position.
- (b) Acceptance of a potential Advisor shall be subject to the approval of a simple majority of officers present.
- (d) If the advisor wishes to appeal the vote for removal they must send a written letter of appeal to the NSA working committee within two weeks of the decision.
- (e) The president will review the appeal and notify the NSA and advisor in no more than one week of the decision.

Article XI:
Ratification

This Constitution shall take effect upon approval by the governing entities of Minnesota State University Moorhead and the core members of NSA. This constitution will be ratified by simple majority of organizations total active members.