

Constitution of the Nepalese Student Association at University of Nevada Reno

PREAMBLE

The Nepalese Student Association (NSA) at University of Nevada Reno (UNR) is a non-political organization and made up of the Nepalese students currently enrolled at UNR. The Executive Committee of the NSA is responsible for the management of the association, organizing various religious and cultural programs, welcoming the new incoming and farewell of graduating Nepalese students. The Executive Committee is meant as alliance between the Graduate Student Association (GSA) and the Nepalese students of the university. The Executive Committee shall provide a common place within which Nepalese students in the university can discuss issues of their interest.

ARTICLE I. Name

The name of this association will be the “**Nepalese Student Association**” (NSA).

ARTICLE II. Goals

The goals of this association will be to:

1. Receive incoming Nepalese student(s) in the airport, arrange for temporary/permanent accommodation and acclimatize the surroundings of Reno.
2. Work to check in OISS and related department(s) for new students.
3. Help in making paper-work such as getting social security number (SSN), driving license for new students.
4. Celebrate the various cultural programs of Nepal such as Nepalese New Year, Dashain and Dipawali.
5. Act as an official body to provide information about Nepal, if requested.

ARTICLE III. Membership

Section I. Membership requirements

1. General Member: All Nepalese students studying at UNR are eligible to be a general member of NSA and all general members have voting rights. Unless stated otherwise, the term “member” in this constitution refers to the general member.
2. Guest/Honorary Member: Any Nepalese citizen and other nationals can be awarded as a guest/honorary membership of NSA upon sole discretion of NSA Executive Committee and such members do not have voting rights.

Section II. Attendance

NSA members are highly recommended to actively participate in all NSA events.

ARTICLE IV. Members of Executive Committee (MEC)

Section I. Requirements for MEC

The MEC of NSA should have the following requirements:

1. Should be enrolled at good standing as student of UNR during the term of office.
2. Should not be graduating during his/her tenure (Article IV, Section III).

3. Should attend all meetings except under explanatory situation.

Section II. Structure of MEC and Duties

1. Structure:

President	1
Vice-President	1
Treasurer	1
Secretary	1
<u>Members</u>	<u>3</u>
Total	7

2. Duties:

- President:
 - Shall supervise scheduled events/meeting, coordinate Executive Committee activities, and communicate with the members.
 - Shall be a connection between the NSA members and GSA.
 - Shall coordinate the gathering of information (e.g. name of incoming student(s) from OISS) as necessary.
- Vice President:
 - Shall conduct meetings in the absence of the president.
 - Shall coordinate with president to organize various events.
- Treasure:
 - Shall maintain book keeping of accounts.
 - Shall collect and pay bills, and organize other monetary transactions including fund-raising.
 - Allocate annual budget to all events and letting the MEC know.
- Secretary:
 - Shall collect/record of minutes and attendance of all scheduled meetings/events.
 - Shall maintain the membership list.
 - Shall schedule the meeting/events and inform to all members of NSA.
 - Shall response to all correspondence with NSA.
- Members:
 - Shall suggest new ideas about organizing the events/program.

Section III. Election Process

1. Elections shall be held before the start of Fall Semester of each year. Elections will be administered by the MEC appointed person called as Election Commissioner (EC). EC shall call for the nomination of MEC from the NSA members.
2. Elected MEC will serve a full academic term (Fall, Spring and Summer). Any MEC elected to fill vacant positions during the academic year will serve until the next full election.

Section IV. Removal of an MEC

1. An MEC unable to meet the requirements stated in Article IV, shall be removed from the post by a majority vote of NSA.
2. An election to fill the vacancy will be held immediately and will be conducted in accordance with Article IV.

ARTICLE V. Meetings

Section I. Scheduled Meetings

1. NSA/MEC meetings shall be held whenever is needed.
2. NSA members will be notified at least 7 days prior to the meeting through email/phone. However, in the case of emergency immediate notice will be dispatched through email/phone.

ARTICLE VI. Finances

Section I. Dues

Dues may be collected from all NSA members as per requirement to organize various events. Dues amount shall be approved by MEC meeting and expenditure will be transparent.

Section II. External Sources of Funding

Various efforts will be made to explore the possible sources of external funding to organize the events.

Section III. Expenditure and Savings

A bank account shall be maintained for deposit/expenditure of all funds belonging to NSA. The bank account will be operated jointly by the president and treasurer.

ARTICLE VII. Amendments and Revision

This constitution may be revised during the end of academic year by a two-thirds vote of the NSA members that choose to vote. The proposed revised constitution will first be distributed to all members via email. After allowing 7 days for review by NSA members, a referendum on the constitutional revisions will be conducted.