

NEPALESE STUDENT ASSOCIATION
St. Cloud State University
CONSTITUTIONAL AMENDMENT 2012/2013



Drafted

by

Mr. Deepak Pandey(2003/04)

Revision 1.1

Mr. Subigya Shakya, Fall 2006

Revision 2.1

Mr. Bibek Adhikari, President (2007-2008), Spring 2008

Revision 3.1

Ms. Sweta Bhandari, President (2008-2009), Spring 2009

Revision 4.1

Mr. Suresh Niraula, President (2009 – 2010), Spring 2010

Revision 5.1

Mr. Abishek Dhungel, President (2010-2011), Spring 2011

Revision 6.1

Mr. Ashwini Kumar Jha, President(2011-2012), Spring 2012

Revision 7.1

Mr. Anil Timilsina, President(2012| 2013), Spring 2013

Revision 8.1

Mr. Shrawin Pandey, President(2013-2014), Fall 2013

Statement of Nondiscrimination

St. Cloud State University will provide equal education and employment opportunities to all persons as required by MnSCU Policy 1B.1. It prohibits discrimination based on race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. Federal law also prohibits discrimination based on age, disability, pregnancy and certain Veteran status. The State of Minnesota further prohibits discrimination based on membership on a human rights commission.

By the authority granted by Center for International Studies, as established by Saint Cloud State University, we, the students attending Saint Cloud State University hereby established an organization to be known as the Nepalese Student Association, herein after referred to as NSA in order to cling to higher education, to promote cultural and social interaction and integration, to uplift international brotherhood, goodwill and alliance, to foster understanding and better relationships among students, unite and do hereby ordain and establish this constitution.

All actions of the Nepalese Student Association of SCSU shall be in accord with the provisions of the constitution.

“The academic success of our members is a testimony of our commitment to our organizational goals”.

Article I

The name of this organization shall be the Nepalese Student Association (NSA).

Article II

Mission:

♣. To promote cultural diversity and awareness about Nepalese language, literature, arts and heritage through exposure with our events to the student body broadly speaking the Central Minnesota Communities.

- ♣. Reach incoming/new Nepalese students to help them adapt to their new environment and to enhance their academic and social experiences at SCSU.
- ♣. To promote understanding, friendship, integrity, co-operation and better relationships with students and faculty from different countries including the United States through social and cultural activities.
- ♣. To represent and play the leading role in serving the common interest of all international students by identifying areas where we, international students have not been assisted and develop programs to target these areas.
- ♣. Provide peer counseling and advising to Nepalese students at SCSU.
- ♣. Participate in community activities outside of SCSU.
- ♣ Diversify membership and promote discussions on topics of national and international areas of interest amongst its members as well as members of other organizations.
- ♣. Plan and co-ordinate social and cultural activities and arrange special functions to commemorate various Nepalese festivals and holidays.
- ♣. Promote the Nepalese Student's Unity amongst NSA members at SCSU.
- ♣. To generate information to students through better communication, i.e. Newsletter, official interactive website, etc.
- ♣. Overall NSA will work as the Nepalese Cultural Ambassador to Central Minnesota communities.

Article III

Membership:

- ♣. One who is interested in Nepalese language, literature, arts, culture and heritage is eligible for membership in this organization.
- ♣. Membership will be open to all interested individuals. This organization will not restrict for membership on the basis of race, national origin, disability, and gender, sexual preferences, age, religion, color, mental disability. Any discrimination as mentioned will be in violation of Title VII of the Civil Rights Acts, Title IX of the Education Amendments of 1972 along with other Federal Acts and laws.

- ♣. In order to become a recognized member and retain full voting privileges, members are expected to attend a minimum of two meetings per semester.
- ♣. Faculty members are conferred as honorary members.
- ♣. Membership is free but contribution and donation is expected for the enlistment and enhancement of the organization.

Article IV

A. Organization

The NSA shall consist of a governing body called the Executive Board.

1. Executive Committee

♣. The membership of the Executive Committee shall consist of these members namely The President, Vice President, General Secretary, Program Coordinator, Performance Coordinator, Public Relation Officer, Sports Coordinator, Web master/Graphic designer, food coordinator and Treasurer. The adjunct position will be declared, if necessary.

***NSA Advisor will be an extremely honorary position in the Executive Committee. He/She will collaborate with the Executive Committee and will have discretion to amend, create or remove any decisions or Executive Committee members, as they deem necessary. It will be expected that NSA advisor is well interested in Nepalese language, literature, arts, culture and heritage and has some sort of exposure of multicultural experiences. ***

- ♣. Each member of the Executive Committee shall have one vote.
- ♣. The Executive Committee shall meet at least once every two weeks in a time and place to be specified.
- ♣. The Executive Committee shall oversee the allocation of all funds and activities.

2. President

The President of NSA shall:

- ♠. Serve as the Primary representative and official spokesman of the NSA to the campus and the community at large.
- ♠. Serves as the Chairman of the Executive Committee and of the General Council of the Nepalese Student Association of SCSU.
- ♠. Attend all meetings as deemed necessary.
- ♠. Bear ultimate responsibilities for the integrity and efficiency of its members.
- ♠. To appoint an active member of the NSA to serve as a representative to any official functions.
- ♠. Have the power to amend the NSA constitution consulting with Vice president as well as the advisor within the year of his/her tenure.
- ♠. Have the power, along with the Adviser, to put forward the motion for removal of any Executive Committee who fails to attend Board Meetings without a valid reason, is unable to complete his/her duties as stated in the Constitution, and deemed incompetent in carrying out his/her position in NSA, but not limited to and as the President and the Adviser sees fit for smooth functioning of NSA.
- ♠. The President should have been in the Executive Committee of NSA for at least one year or the person who was or is involved in any other organizations for at least one year and has leadership skills.

3. Vice-President

The Vice-President of NSA shall:

- ♠. Assist the President in the fulfillment of all of his or her duties, but not limited to.
- ♠. Be responsible for coordinating all NSA events, meetings, campaigns, and any impromptu events that may arise, under approval and supervision of the President.
- ♠. Be accountable to manage all NSA's inventory, and any logistics of all necessary equipments and inventories.

- ♠. Assume all of the President's responsibilities under this document in the event of his or her absence, resignation until either the return or the office are filled.
- ♠. Ensure all decisions; resolutions and actions taken by the Executive Committee are implemented in accordance with the constitution.
- ♠. Keep a permanent record of NSA constitution.

4. **Secretary**

The Secretary of NSA shall:

- ♠. Draft an agenda prior to each meeting of NSA and avail it to all members of NSA.
- ♠. Keep a book (Agenda & Minute) of all General and Executive Committee meetings.
- ♠. Notify all members of meeting times date and place.
- ♠. Maintain a database of all members of the Nepalese Student Association, and correspond both incoming and outgoing mails of NSA with prior approval of the President.
- ♠. Distribute or read minutes of last prior meetings.
- ♠. Oversee the documentation of the NSA proceedings and events.
- ♠. Provide an agenda of the current week's meetings as well as offer copies of previous meeting minutes to be approved by the President.
- ♠. Assume the duties of the Treasurer in the event of absence, dismissal or resignation until the office are filled.
- ♠. Have the exclusive power to administer NSA's Email, along with the President, and not give this privilege to any other Executive Member or General member.
- ♠. Be responsible for publicity and conduction of NSA's Annual General Election.
- ♠. Write an Annual Report of all NSA organized and participated events.

5. Program Coordinator

The program Coordinator of NSA shall:

- ♠. Ensure smooth operation of all NSA's events, but not limited to Nepal Night, Dashain and Tihar Night, Temple Visit, and so forth.
- ♠. Recommend the Executive Committee with different ideas and structure of events and programs in which NSA can be involved in or organize it in order to get its prospective goals.
- ♠. Coordinate and schedule official programs and activities of NSA with the President's approval.
- ♠. S/he accepts suggestions and requests for programs from all members and communicates with Executive Committee as necessary regarding upcoming events.
- ♠. S/he will be responsible for allocating and designing tasks for Committees associated with the upcoming events.
- ♠. Be responsible for proper supervision and management of all decoration, food coordination, clean-up of event venue, printing, reserving event venue and stage management.

6. Treasurer

The Treasurer of NSA shall:

- ♠. Be familiar with the University financial policies and procedures.
- ♠. Have basic bookkeeping and financial management skills.
- ♠. Prepare and Propose NSA's Budget to SCSU Student Finance Committee or any responsible party.
- ♠. Manage and allocate NSA budget and finances for each proposed events of NSA.
- ♠. Oversee all financial transactions that shall take place, involving activities of the NSA.
- ♠. Prepare a financial report of NSA and keep the Executive and General Committee updated in the financial situation of the organization at the end of the month, end of the semester, and at the end of the Year.

- ♣. Manage any money raised from, but not limited to, sponsorship, auctions, donations and so forth.
- ♣. Be responsible for managing NSA's booth and all ticketing activities.

7. Public Relation Officer

The Public relation Officer of NSA shall:

- ♣. Maintain and increase community and campus Public Relations.
- ♣. Maintains and represents NSA to all general members, and NSA alumni.
- ♣. Contact and make a database of all NSA alumni for, but not limited to, inviting them to NSA's events, proposing for sponsorship/scholarships, or any advisory needs.
- ♣. Work on marketing and advertising (flyers, banners, posters, etc.) for all events.
- ♣. Represent NSA to any organizations in order to propose, finalize, and secure sponsorship for NSA's events.
- ♣. Promotes NSA and its activities in the campus and the community.
- ♣. Also act as a Goodwill Ambassador on behalf of NSA to maintain good public image of NSA.
- ♣. Help Program coordinator to do various job like decoration, food coordination, clean-up of event venue, printing, stage management reserving event venue and managing overall program.

8. Performance Coordinator

The Performance Coordinator of NSA shall:

- ♣. Inform all interested performers of up-coming NSA events, or participating events.
- ♣. Manage all performers, and notify the performers of all NSA events, and other participating events.
- ♣. Manage and record all necessary inventories needed for the performance.
- ♣. Work closely with Program Coordinator to accomplish any events organized or represented by NSA.

- ♣. Hold proper audition for selection of the right performers in presence of the Executive Committee.
- ♣. Select the final performers or participants for any events with prior audition and approval of the Executive Committee.

9. Sports Coordinator

The Sports Coordinator of NSA shall:

- ♣. Be in charge of coordinating all sport and outdoor events sponsored by NSA or by any other organization that NSA participates.
- ♣. Represent NSA's team in all possible Intramural Events.
- ♣. Manage training facilities for any NSA team for upcoming Events.
- ♣. Manage proper selection and participation of all interested general members.
- ♣. Suggest better plans and sport events to the NSA general Council.
- ♣. Assist Program Coordinator during major events like Nepal Night, Dashain and Tihar Night and Passport to the World.
- ♣. Work with President to organize different fund raising programs like Husky Cleanup.

10. Graphic Designer

- ♣. HTML knowledge is required with prior website designing experience. Background of asp, php, perl or javascript is preferred.
- ♣. The person will mainly be required to design flyers, posters, and tickets for different NSA events and help to come up with creative imagery and logos required for the NSA website.
- ♣. Skills in Photoshop, In design, and Illustrator are highly recommended.
- ♣. Must have a prior experience in designing flyers.

11. Food Coordinator

- ♣ The person is responsible for estimating food, ordering and maintaining the inventory.

- ♠ Communicate with the president and board about the progress and make all reservations in special events like Dashain/Tihar Night and Nepal Night.
- ♠ Serve as a lead person in Kitchen during cook out event and maintain the safety of the volunteers

11. Advisory Board

- ♠. The President shall have the power to create an Advisory Board with the approval of the Executive committee.
- ♠. The members of the Advisory Board are expected to be chosen based on their importance to NSA, their experience with NSA or any other student organization on campus.
- ♠. This position(s) will be extremely honorary position, but the members of the Advisory Board shall not vote on decisions that are taken by the Executive committee.

12. Executive Committee member Removal Procedures

For an Executive Committee member to be removed from office within the first six months of tenure, the President has the power, along with the Adviser, to put forward the motion for removal of any Executive Committee who fails to attend Board Meetings without a valid reason, is unable to complete his/her duties as stated in the Constitution, and deemed incompetent in carrying out his/her position in NSA, but not limited to and as the President and the Adviser sees fit for smooth functioning of NSA.

For an Executive Committee member to be removed from office after six months of tenure, the Executive Committee shall:

- ♠. Inform the concerned party one week prior of the hearing date, time, and location.
- ♠. Conduct a hearing of the concerned party to be removed. The member to be removed must be present and must be offered an opportunity to respond to the charges.
- ♠. Cast a vote securing a 2/3rd majority in favor of removal.

- ♠. President can accept resignations of any Executive Committee.
- ♠. Vacancies incurred in the course of a term of office shall result in the appointment by majority vote of the Executive Committee with the final approval of NSA President and the Advisor until the next regular election is to be held, or the Executive Committee selecting a suitable and strong candidate for the vacant position.
- ♠. The recommended person should be an active member of NSA and have understanding and ability to fulfill the vacant role.
- ♠. Recommendation for suitable candidate for the vacant position is subject to acceptance by the President of NSA.
- ♠. In case of inability to find a suitable replacement, the entire Executive Committee takes responsibility for the position, and delegates the tasks accordingly.

Article V

Election

- ♠. The term of office for the Executive Committee of the NSA shall be that of one year. The election will take place at the end of spring semester. In case any officers vacating their position during the year, the Executive Committee shall appoint a substitute for that position until the elections are held for the next Executive Committee.
- ♠. In the absence of the President of the Nepalese student Association, the Vice-President shall take over the presidential role by default, if he/she chooses to, or hold a re-election from any present, or past Executive Committee Member of NSA.
- ♠. A member (excluding President) shall vacate his position if he or she doesn't attend two Executive Committee meetings per semester without a valid reason. The Executive Committee has the authority to remove an Executive Committee member from their nominated position after six months in tenure, who is acting irregularly or against the wishes of the General meetings or Executive Committee, if he or she has no valid reason for doing so.

[Note: Validity of reason for absence is at the discretion of the President]

- ♠. The Executive Committee members may offer themselves for re-election, for as long as they are students of SCSU.
- ♠. Each member has the right to vote and contest for a position in the Executive Committee.
- ♠. A member can run for only one position in the Election.

A). **Election Board**

There shall be a permanent Board in NSA known as the Board of Elections, which shall compose of:

- 1). NSA Advisor
- 2). NSA President
- 3). NSA Vice-President

B). **Responsibilities**

- ♠. Arrange for necessary polling places and ballots and other items as necessary for the proper, efficient and legal execution of NSA elections.
- ♠. Set the election dates.
- ♠. Approve design of the official election paper.
- ♠. Make rules and regulations concerning elections on constitutional amendments.

C). **Candidacy for Executive Committee**

- ♠. To be eligible for candidacy for the Office of President, a candidate should have been a member of NSA executive committee or the person who was or is involved in any other organizations and has leadership skills for at least one semester prior to the term in which the election is held.

♣. To be eligible for candidacy for any other offices, the candidate must be a member of NSA.

♣. Voting shall be by secret ballot.

Article VI

Meetings & General Procedures

♣. General meetings will be held at a time and place announced by the Secretary through emails to each member. Any changes in meetings shall be notified to each member. Notification needs to be sent at least three days before the meeting date.

A). First General meeting at the starting of the semester.

Code Agenda:

- a) Introduction among new and old members.
- b) Overview of upcoming events and activities sponsored/organized by NSA
- c) Information of Volunteer hour requirements and the places to earn those service hours will be provided.

B). Last General meeting at the end of the semester.

Code Agenda:

- a) Overview of the events and activities performed by NSA that semester.
- b) Farewell for breaks. (Summer or winter)

C). General Meetings before special events.

Code Agenda:

- a) Committee chairs will present their committee decisions and strategy.

b) General meeting will endorse or amend decisions made by different committees.

Article VII

Constitutional Amendments & Ratification

♠.Amendments to the constitution of the NSA can be made by the President of NSA consulting with Vice President and Advisor within the year of his/her tenure

Article VIII

Reading of the Constitution

♠. The constitution shall be provided to all members before the first general meeting of each semester.

“Law and order exist for the purpose of establishing justice and when they fail in this purpose they become the dangerously structured dams that block the flow of social progress”.

--- Dr. Martin Luther King Jr. 'Letter from Birmingham Jail' in Why We Can't Wait 1963.