



Nepalese Society, Texas

Bylaws Committee – 2015

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Revised Bylaws – 2015

**Approved by NST EC and General Assembly
August 23, 2015**

**This copy of the Bylaws is the final
copy with all the amendments included
from the general Assembly held on
August 23, 2015.**

Nepalese Society, TX, Inc Revised Bylaws – 2015

1. Preamble

We the people of Nepali origin residing in Texas have agreed to reform and restructure NST with the following mission, and objectives.

2. Name

Nepalese Society, TX, Inc. (NST in short)

The Internal Revenue Service has determined that NST is an exempt from Federal Income Tax under section 501 (a) of the Internal Revenue Code as organization described in section 501 (c) (3). The approval date is November 14, 2002.

3. Mission

NST's mission is to create a harmonious, inclusive and equitable community where every member's talent is utilized and their collective and common interest is represented.

4. Objective

- a. To help create a harmonious and inclusive community
- b. To provide networking opportunities to its members
- c. To promote Nepali culture and values in Dallas/Fort Worth and beyond.
- d. To run education and health programs for the community
- e. To coordinate with international organizations
- f. To work as a umbrella organization for all Nepalese organizations in Dallas/Fort Worth
- g. To strive for the welfare of the community members in accordance with local and federal regulations
- h. To provide support for relief and rebuild in case of natural catastrophes locally and globally.

5. Abbreviation

- a. EC - Executive Committee
- b. NST - Nepalese Society, TX, Inc.
- c. VP - Vice president
- d. IT – Information Technology
- e. GS - General Secretary
- f. DGS - Deputy General Secretary
- g. DT – Deputy Treasurer

6. Finances

- a. The fiscal year of the NST shall be January 1 - December 31.
- b. Bank accounts of NST will be jointly operated by President, General Secretary and Treasurer.
- c. Bank checks should be signed by any two officers (President, GS, and Treasurer).
- d. All funds of the NST shall be deposited in general or special accounts in such banks, trust companies, or other depositories as the NST EC selects.
- e. The funds of NST may be retained in whole or in part in cash or be invested and reinvested as the NST deem desirable, subject to the limitations, if any, now imposed or which may hereafter be imposed by law regarding such investments, and which are permitted to organizations exempt from Federal income taxation under Section 501(c) (3) of the Internal Revenue Code.
- f. Treasurer will prepare annual budget and EC will approve the annual budget.

Governance Structure:-

**General Assembly (GA), Election Committee, Executive Committee (EC)
And Advisory Committee (AC)**

7. General Assembly (GA)

GA consists of anyone who is 18 years of age and older, agreeing to abide by NST bylaws and possess NST's valid general membership.

- a. GA is the highest authority of NST.
- b. GA's Quorum shall be 51% for all proceedings, in absence of quorum in first meeting second meeting will be called in 7 days of notice, and present members constitute quorum.
- c. GA shall ratify all issues required by NST bylaws.
- d. GA appoints auditor of NST.
- e. NST GS shall present progress report before annual GA.
- f. GA approves reports presented by GS, and Treasurer.
- g. GA can dissolve NST EC with a 51% majority.
- h. GA can remove any member of Executive Committee, Advisory Committee and Election committee member with a 51% of majority.
- i. GA Shall form election committee with 5 members.
- j. NST EC must call a GA minimum of once a year.
- k. NST president will preside over GA.
- l. NST Treasurer shall present financial report before annual GA.
- m. If 33% of GA members request for the GA meeting, NST EC should call such meeting within 15 days of such request.

8. Election committee

- a. GA shall appoint 5 members for Election Committee.
- b. The tenure of election committee member shall be 90 days after the election.
- c. Election committee member can't run in election for any position of the NST
- d. This is an independent committee with all rights related to the election.
- e. Election Committee shall appoint additional members if needed.
- f. Election Committee members shall elect Chief Election officer within their members on their own.

9. Executive Committee (EC)

Total members of Executive Committee shall be 17. Following shall be the structure of the Executive committee.

President - 1

Vice President -1

General Secretary -1

Deputy General Secretary – 1

Treasurer – 1

Deputy Treasurer -1

IT coordinator – 1

Woman Coordinator -1

Youth & Student coordinator -1

Members – 8 (6 of the 8 members shall be directly elected and 2 shall be nominated by EC who shall be NST School and NST Health coordinator)

- a. Out of total 17 EC members, 2 shall be nominated by elected EC and rest (15) shall be directly elected from the GA.
- b. EC's term shall be 2 Years.
- c. EC shall be the executive branch of NST and shall have all executive rights.
- d. EC shall work to devise and revise NST mission, goals and developing policy to achieve NST goals.
- e. EC has a duty to exercise reasonable care and prudence in managing the affairs of the NST.
- f. Hand over by outgoing EC to newly elected EC shall be done within 2 weeks from the election date. New EC must be shorn in by 1st week of January every other year.
- g. Any member or official of EC absent for three consecutive meetings without any advance notice can be recommended for disciplinary actions. If approved by 75% of EC, the person can be relieved of his duty as an EC member.
- h. EC meeting should take place at least once a month.
- i. EC shall fulfill any positions unfilled during the election or because of vacancy by any reason. Any vacant officer positions (other than members) shall be fulfilled from elected members and also exercise to implement hierarchy. Only members shall be nominated from general members.
- j. EC shall form any sub-committees for any special purpose. In certain circumstances, some of these committees and also those committees that are formed by GA shall continue their services even the EC changes until the assigned task is completed.
- k. EC shall form advisory board members if needed.
- l. Outgoing NST president shall serve as ex-officio member of EC.

10. Advisory Committee/Board (If formed)

- a. EC shall form up to eleven member's advisory committee.
- b. The term of the advisory committee shall be 2 years.
- c. Advising committee should consist of members from all walk of life including professionals, business owners, students, women and social entrepreneurs.
- d. Advisors shall possess the qualification to advice.

11. Membership

1. NST EC shall run Membership campaign all the time excluding 1 week before announced general election date.
2. Membership fees and types will be determined by NST GA and can be change during its meeting.
3. There shall be following types of members:
 - a) **General member** –
 - i. Must be 18 years of age and older **and living in Texas.**
 - ii. General Membership fees shall be \$20. This fee can be changed by GA only.
 - iii. Membership can be issued only for full term.
 - iv. General members has right to participate in any election.
 - v. Only members can participate in any committees of the NST.
 - vi. The term of membership shall be 2 years.
 - b) **Student Member** –
 - i. Student membership fees shall be \$10. This fee can be changed by GA only.
 - ii. Any student with valid student identification card who meets the general member's requirements can become student member of NST by paying membership fees.
 - iii. Student members shall have all the right of general member.
 - c) **Life time member** –
 - i. Lifetime membership fees shall be \$500. This fee can be changed by GA only.
 - ii. Anyone can become life time members of NST by paying membership fees.
 - iii. Life members shall have all the right of general member.
 - d) **Honorary member** – Honorary membership shall be granted by NST Secretariat upon recommendation of EC for the outstanding community workers and dignitaries. *Honorary members will not have voting rights in the NST's general election nor can they be eligible for any EC position.*

12. NST EC Election and Duties of Election Committee members

- a. The NST election should be held in every two year.
- b. All EC members shall be directly elected from GA.
- c. Election of NST EC shall take place between last week of November and last week of December during election year. It must be held before the end of year.
- d. Set rules and regulation of election and check candidate qualification.
- e. Set election venues, fees, and design printed and non-printed materials.
- f. Election Committee shall be formed at least 3 months prior to the existing EC term ends.
- g. EC shall provide final membership list to Election Committee based on Election committee's election schedule which should be at least 1 week prior to the Election Day.

13. Qualifications for NST EC officials (Members, Advisors & Officers)

- a. **General Qualification:**
 - i. Candidate must be 18 years and older.
 - ii. Candidate must have valid general membership of NST.
 - iii. Candidate must have been in good moral character.

- iv. Candidate must not have faced any serious disciplinary actions of NST EC at any time.
- v. Should not be the active office bearer of any other local community organization.
- vi. If any elected EC member decides to join other local organization and take any official position, his/her EC position shall be revoked.
- vii. Shall provide legal status of United States of America.

b. **Qualification for NST president:**

- i. Must meet the general qualification.
- ii. Should have served in any past EC's in any position/s.
- iii. Should not have served more than two terms **as president**.

c. **Qualification for others:** Must meet the general qualification.

14. Duties of President

- a. Preside over EC and GA's meeting, and cast tie breaker vote.
- b. Supervise day to day work of EC.
- c. Represent NST in national and international seminars, meetings.
- d. To enter into contracts on behalf of NST. The contract must have been discussed and approved in the meeting of the executive committee.
- e. Implement GA and EC's decisions.
- f. Develop programs for the tenure of NST EC.
- g. NST president shall be limited to two terms only.

15. Duties of Vice President

- a. Act on behalf of the President, in his/her absence.
- b. Assist to GS to develop programs for NST.
- c. Coordinate the implementation of programs with other committee and/or members.
- d. Present program report to GA.
- e. Work as a liaison with all the coordinators to develop schedule and programs for the community and its members.

16. Duties of GS

- a. Call and conduct EC's meeting in accordance with NST constitution.
- b. Prepare annual progress report of NST, present before GA.
- c. Maintain NST minutes and communicating and help implementing EC decisions.
- d. Undertake correspondence on behalf of NST.
- e. Supervise, manage and conduct NST office.
- f. Keep records of NST volunteers, employees and officials/members.
- g. Attend EC meetings.

17. Duties of DGS

- a. Act on behalf of GS in his/her absence.
- b. Plan and execute membership drive, in close association with membership committee.
- c. Lead the Emergency Response team effort and manage emergency relief fund.
- d. Plan office resources like rooms, volunteers, and equipment for any program.
- e. Provide assistance with other operational tasks.
- f. Attend EC meetings.

18. Duties of Treasurer

- a. Develop NST's annual budget and present to EC.
- b. Manage inventory of NST's asset.
- c. Request budget for programs, equipment.
- d. Lead the buying process for all office supplies and equipment.
- e. Present financial report to GA.
- f. Maintain and supervise financial records of NST, have them audited.
- g. Operate NST bank accounts jointly in coordination with President and GS.
- h. Make payments and receive income on behalf of NST.
- i. Attend EC meetings.

19. Duties of Deputy Treasurer

- a. Act on behalf of Treasurer in his/her absence.
- b. Lead NST fund raising programs.
- c. Assist Treasurer on his duties.
- d. Attend EC meetings.

20. Duties of IT Coordinator

- a. Design, Develop and maintain NST related IT infrastructure and Information
- b. Develop user friendly and accessible NST web sites and provide needed information and materials via website to its community members.
- c. Outreach community members about NST and its programs as much as possible through social media such as Twitter, Facebook, Google Plus and other.
- d. Design publications and other pamphlets, banners, flyers as needed as per NST's events.
- e. Form subcommittee to achieve above task.
- f. Participate and present report in NST EC meeting.

21. Duties of Woman Coordinator

- a. Encourage woman of all ages to participate in community and social events
- b. Advocate volunteering opportunity to woman in NST events
- c. Coordinate with NST event, health and other coordinator for the successful delivery of the program.
- d. Work as a liaison between woman and NST.
- e. Run various woman related programs, seminars, job fairs etc.
- f. Participate and present report in NST EC meeting.

22. Duties of Youth and Student Coordinator

- g. Encourage youth & students to participate in community and social events
- h. Advocate volunteering opportunity to youth and students in NST events
- i. Coordinate with NST event, health and other coordinator for the successful delivery of the program.
- j. Work as a liaison between students and NST.
- k. Run various youth related programs, seminars, job fairs etc.
- l. Participate and present report in NST EC meeting.

23. Duties of Executive Members

- a. Assist NST executives and coordinators for the successful performance of the NST programs.
- b. Lead or assist as directed by the executive committee.
- c. Participate NST EC meeting

24. Duties of Advisory Committee

- a. Provide advice to EC.
- b. Recommend policies to GA and Executive Committee.
- c. Form the complete advisory committee as per the NST by-laws and as directed by the EC.
- d. Lead or involve in any committee as directed by EC or GA.

25. Removal of the EC members, Advisors and Officers

- a. Upon resignation.
- b. If found violating NST bylaws in any way.
- c. Not acting in good faith while representing NST.
- d. Found abusing any post of NST.

26. Resignation of NST EC member, Advisors and Officers

- a. Any member of EC, Advisors or officer may resign from his/her post after proper hand over of the responsibility to the person designated by EC. EC will fill the vacant position per NST bylaws.

27. Amendments

- a. This Constitution can be amended by two third majority of General Assembly.
- b. Any amendments in this constitution will have to pass from EC and then GA with 51% majority.
- c. Any amendments of this constitution need to make public by passing through an email or by posting it in a public place or in the NST office.
- d. After making NST constitution public, NST will call a GA meeting within 7 to 10 days and amendments need to be approved by 51% of GA.
- e. If 51% members of GA in not present in the first public meeting, then NST will call another GA meeting within 7 to 10 days and pass amended constitution by 51% of the presented members.

28. Implementation

This bylaws document will come into force upon the approval of NST EC and then it shall be ratified by GA.

29. Miscellaneous

If for any reason, EC is unfunctionable, Past presidents shall meet as soon as possible and call for a public meeting/GA and take appropriate action based on the outcome of the meeting.

30. Dissolution

Upon dissolution of NST, its remaining assets, after paying or making provisions for the payment of all the liabilities, if any, shall be distributed to any other not for profit organization as determined by the EC. The EC shall give priority to NCSC in case of such dissolution.

Appendix:

Bylaws Committee – 2015 was formed by NST EC on June 28, 2015 with the following members

Gouri Raj Joshi - Coordinator
Ram Chandra Pokheral - Member
Baikuntha Bikram Thapa – Member

**This bylaw was approved by General
Assembly on August 23, 2015.**

**This copy of the Bylaws is the final
copy with all the amendments included
from the general Assembly held on
August 23, 2015.**

This document contains 9 pages.

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