



**Nepalese Scholars' Association (NESA)
of
University of Alberta**

CONSTITUTION

July 2013

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Preamble

We, the members of "Nepalese Scholars' Association of University of Alberta" do hereby establish this Constitution in order that our purpose is realized to its fullest extent.

Part 0 - Name

The name of the organization will be "Nepalese Scholars' Association of University of Alberta" henceforth referred to as "NESA" in short.

Part 1 – Purpose

1. NESA is a non-profit making and non-political organization of scholars of Nepalese origin enrolled in the University of Alberta. It will operate at University of Alberta for organizing events and will execute its activities abiding by University of Alberta policies.
2. The main purpose of NESA is to establish coordination and harmony among its members. NESA members can organize social, academic and cultural programs in a peaceful manner.
3. NESA can organize or participate in fund raising events and may use the fund to organize social, academic and cultural programs.
4. NESA can organize or participate in activities that support (academically, financially or any other forms) its member or members of University of Alberta community.

Part 2 – Membership

1. Any person, whether Nepalese origin or not, who is interested in the purpose and activities of NESA is eligible for membership, provided that regulations of NESA, Students' Union, Graduate Students' Association and University of Alberta are met.
2. Annual membership fee is \$10.00 non-refundable, which should be paid by the end of the first half of the association year. This fee can be waived in special cases if the board decides so. This may apply, for instance, to those who have recently arrived.

3. Membership period is only one year (September 1 of year X until August 31st of year X+1), and the members are required to renew their memberships every year.
4. All members shall act in accordance with the NESA constitution and in a manner that will not bring the Society, or likely bring the association into disrepute. After formal investigation, if in the opinion of the Board, any member/director has brought discredit to the Society or its members; he/she can be reprimanded, suspended or expelled. Reprimand and suspension can be by 2/3 majority of the Board. Expulsion must only be by unanimous decision of the Board. The Board shall inform the person concerned of the action it has taken and the reasons for it; however, the decision of the General Meeting shall be final.

Part 3 – Executive Committee

1. The Executive Committee shall consists of the following officers:
 - President;
 - Vice-President Operations (VPO);
 - Vice-President Communications (VPC);
 - Vice-President Social Events (VPS);
 - Vice-President External Affairs (VPE);
 - Vice-President Finance (VPF); and
 - Vice-President Administration (VPA);
2. All the members shall be elected by the NESA general members in an annual meeting.
3. Each general member can file the nomination for the Executive Committee member, with the nomination and approval by the two other NESA members
4. **All the Executives** should
 - 4.1. Attend the meetings of NESA, such as Executive meetings and General meetings.
 - 4.2. Operate the general affairs of NESA.
 - 4.3. Volunteer for the office hours.
 - 4.4. Help arrange and run the events held by NESA.

5. President shall

- 5.1. Coordinate, Supervise and Lead the NESA Executive Committee.
- 5.2. Chair the Executive meetings and prepare agendas for the meetings.
- 5.3. Co-sign the NESA Cheques.
- 5.4. Retain the ability to delegate responsibilities to other Executive members within reasonable limits.
- 5.5. Act as NESA liaison to the University internal organizations such as GSA, SU, etc.

6. Vice-President Operations shall

- 6.1. Assist the President for NESA operations and takes over the responsibilities of the President in his/her absence.
- 6.2. Be responsible for administrative managements of NESA.
- 6.3. Be responsible for obtaining permits, licenses, insurance, and any other required documentation and approval for NESA functions.
- 6.4. Be responsible for dealing with all legal matters regarding NESA registration, sponsored events, and office.
- 6.5. Be responsible for purchase of supplies and keep the record of NESA property.

7. Vice-President External Affairs shall

- 7.1. Act as NESA liaison to the external organizations, associations, etc
- 7.2. Promote NESA outside to the external communities
- 7.3. Establish and maintain relations with external agencies or organizations, etc.

8. Vice-President Social Events shall

- 8.1. Organize and run NESA public and social events, such as Barbeque, movie night
- 8.2. Be responsible for new-comers welcome program
- 8.3. Be the representative of NESA for the International week

9. Vice-President Communications shall

- 9.1. Maintain the website and update it.

- 9.2. Contact NESA members and new comers from Nepal.
- 9.3. Keep record of memberships and maintain the list of members.
- 9.4. Collect the membership fee and hand over to the VP-Finance.

10. **Vice-President Administration** shall

- 10.1. Schedule the NESA activities and act as a contact person of the Executive committee.
- 10.2. Call the Executive meeting and general meeting; take minutes and keep the records of minutes.
- 10.3. Notify NESA members of any upcoming events in a timely fashion.

11. **Vice-President Finance** shall

- 11.1. Prepare and monitor the financial aspect of the NESA.
- 11.2. Co-sign all NESA cheques.
- 11.3. Be responsible for, take care of, and keep a good record of all financial works and transactions, including but not restricted to payments, reimbursements, tax reports, and banking.
- 11.4. Be responsible for NESA revenue and expenditures and maintaining detailed records of all such transactions.
- 11.5. Notify the Executive committee of financial status through monthly statements accompanied by receipts.
- 11.6. Submit a financial report at the NESA Annual General Meeting.
- 11.7. Apply for any Student Groups grants as required by NESA.
- 11.8. Prepare floats for all NESA events and for the office hours.
- 11.9. Reconcile the NESA cheque-book with withdrawals, deposits and statements.

12. **Advisors' Board**

- 12.1. Advisors' Board shall be of 3 members nominated by the Executive committee
- 12.2. Advice the Executive committee in operating the general affairs of NESA.
- 12.3. Attend the meeting if the Executive committee request.
- 12.4. Attend the general meeting.
- 12.5. Volunteer for the office hours.

Part 4 - Group Representatives (Reps)

1. Any group can be formed providing:
 - 1.1 There is a need for it.
 - 1.2 The formation of the group is proposed to and approved by the Executive Committee.
 - 1.3 A representative (Rep) is nominated and elected through the Executive Committee.
 - 1.4 The representative will be trained by the Executive before starting any project.

2. Some of these positions could be:
 - 2.1. Movie Rep
 - 2.2. BBQ/Party Rep
 - 2.3. Sport Rep
 - 2.4. Music Rep
 - 2.5. Intercultural Rep

3. The Reps should:
 - 3.1. Organize and run all the activities of their groups.
 - 3.2. Publicize their events/activities and keep a good connection with their members.
 - 3.3. Give a report of their activities at least once a month in the Executive committee meetings.
 - 3.4. Propose their programs in a timely fashion to the Executive Committee.
 - 3.5. Work in coordination with the Executive Committee.
 - 3.6. The Executive Committee will nominate a Executive Committee Member as a contact person for the activity and he will report the President or vice-President about the progress of the program.

Part 5 - Meetings

1. Meetings shall be Executive meetings, Annual general meetings, and Special meetings.
2. Executive meeting:

- 2.1. As often as required, but at least one (1) meeting every month.
- 2.2. The meetings shall be called by the VP-Administration and chaired by the President.
In the absence of President, the Vice-President Operation shall chair the meeting.
- 2.3. This meeting shall be open to the Executive members and those whom the Executive committee deems required.
- 2.4. Fifty percent plus one member shall constitute a quorum for any meeting of the committee.

3. Annual General Meeting (AGM):

- 3.1. The meeting is called by the VP-Administration and chaired by the President.
- 3.2. Must be held in May of each year prior to the election.
- 3.3. This is open to all the general members.

4. Special meeting:

- 4.1. Shall be held when a minimum of 2/3 of Executive members or 2/3 of general members request for it.
- 4.2. The President or the one he/she appoints chairs the meeting.
- 4.3. This is open only to those whom the Executive committee deems required.

Part 6 – Election of Executives

1. The election of the Executives should be held “prior to August 15 of each year in order to ensure a smooth internal transition of officers, as well as allowing time to register new officers with the Office of Students’ Groups”. The outgoing Executive will determine the date, venue and the election commission.
2. The outgoing executive will elect a Returning Officer (RO) no less than one (1) month before the election. The Returning Officer must be a member of NESA, and must not be running for an Executive position. If needed, the RO can nominate a maximum of three (3) persons to run the election.
3. All elections and referenda shall be the responsibility of the Returning Officer.

4. All the members must be provided with notice of an election no less than fifteen (15) days before the election date.
5. Nominations for an election office must be received by the Returning Officer no less than seven (7) days before the election.
6. All candidates must be members of NESA. Should any candidate or current Executive member lose membership, he or she must withdraw from the election or resign from the Executive Committee.
7. All candidates shall be introduced at the Annual General Meeting preceding the election and each shall retain the right to speak on his or her behalf at the AGM.
8. Election must be conducted by secret ballot and counted according to the Single-Member-Single-Vote system.
9. The Returning Officer and the election committee members shall cast a vote in a sealed, separate envelope for each position prior to general voting.
10. In the event of a tie between two or more candidates vying for an Executive position, or candidate receiving equal number of Yes and No votes (uncontested positions), Returning Officer's vote for that position should be opened.
11. If any of the Executive positions are vacant following the first election, a bi-election is to take place before the following January and positions will be open to all current and incoming members. The Executive committee determines the exact time for bi-election.
12. All the ballot papers from the election and/or referendum must be kept by the Returning Officer for forty-eight (48) hours. If no challenge for recount is made to the Returning Officer in that time, the ballot papers must be disposed of.
13. The Executive Committee shall serve a term of one (1) year, starting September 1st of Year X and ending August 31st of Year X+1.

Part 7 – Appointment of the Representatives

1. All Representatives (Reps) will be selected by the Executive Committee.
2. All the general members must be provided with notice of vacant Rep positions preferably

fifteen (15) days, but no less than seven (7) days, before the selection process.

3. Applications or nominations for Rep positions must be returned by the VP no less than one (1) day before the selection process.
4. In case an interview with an applicant is required, the applicant must be notified of the date and time of the interview appropriately.
5. All applicants must be members of NESA. Should any applicant lose membership in NESA, he or she must withdraw the application.

Part 8 – Resignations

1. If any elected member of Executive Committee wishes to resign, he/she shall submit resignation in writing to the President and if the President wishes to resign he/she shall submit to Vice President Operations. The Executive Committee shall consider such resignation as soon as possible.
2. Any elected member who absents him -/ herself from three consecutive meetings, without informing the President or the Secretary as to the reasons for being absent be considered as having resigned and vacated his elective position.
3. If the President resigns, the General Meeting will elect a new President within two (2) months from the date of his/her resignation.
4. If the whole Executive Committee resigns, the General Meeting shall appoint an Ad-hoc committee to continue the management of the Society for the remainder of the term.

Part 9 – Office

1. NESA shall maintain an office in the Students' Union Building (SUB). Its purpose is to provide the NESA Executive Committee office space, and all the members with a place to go to meet the Executive, obtain information, submit membership forms, make payments, purchase tickets for the events, sign out movies, etc.
2. Application for office space should be made every year with the Students' Union by the VP Operations and Services.
3. The office shall be open to all the members on a regular basis, with specific hours of operation

as determined by the Executive Committee.

4. The VP Operations and Services shall be responsible for proper maintenance of the office and the equipment within it.

Part 10 – Finances

1. The fiscal year runs from the period of assignment of the new executive committee, that is, from September 1 to August 31.
2. The president and the VP Finance shall retain the signing authority for expenditures and membership reimbursements.
3. The VP Finance shall duly fulfill the financial duties and responsibilities as per Part 3-11 of the constitution.

Part 11 – Logo

1. The logo is to be used on the NESA web site, newsletters, official correspondences, tickets, flyers and all other items that represent our association.
2. The NESA logo is:



Part 12 – Dissolution

1. In an unlikely event of dissolution or shut-down of the group, the total amount present in the group's bank account at that point of time and the amount that can be generated by the sales (if possible) of the group's physical assets will be donated to the welfare of a Nepalese societal institutions like an orphanage, a geriatric residence or a school of Nepal. The last active executive committee of the group shall make the decision of selection of the recipient institution and the mode of fund transfer.

Part 13 – Amendments to the Constitution

1. This constitution can be amended or altered by a special resolution passed by the two third (2/3) members of Executive committee.
2. This constitution was prepared based on the needs of NESA.

The End