

Albany New York Nepalese Society, Inc.

Current Board:

Board of Directors:	Dr. Yukta Timalisina, Chairman Mr. Bawan Karn Dr. Jeevan Gurung Mr. Deepak Dhakal
President:	Mr. Laxmi Prasad Baral
Vice President:	Mr. Binod Thapa
Treasurer:	Mr. Achyunt Lamichhane
Assistant Treasurer:	Mr. Nripendra Mani Bastola
Secretary:	Mrs. Jane Thapa
Assistant Secretary:	Dr. Durga Sapkota
General Officers:	Mr. Binesh Hada Dr. Lekh Nath Gautam Mr. Abhinaya Bhattarai
Advisors:	Dr. Ashok Sedhain Dr. Krishna P Devkota Dr. Churamani Gaire Mr. Lokendra Bam Mr. Samir Thapa

Address:

Albany New York Nepalese Society
c/o Jane Thapa
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Ph: 718-7048862 (Laxmi Prasad Baral)

Bylaws Second Amendment made on May 25, 2020

(Bylaws Adopted on May 22, 2015 and First Amendment made on April 14, 2018)

Mission Statement: To connect people of Nepalese origin and their friends and families living in and around the Capital District of New York and to promote Nepalese culture and traditions.

ByLaws

Article I

Name

- a) The name of this organization is "Albany New York Nepalese Society". It shall be a nonprofit organization incorporated under the laws of the State of New York, USA.
- b) The organization shall also be known by the acronym of "ANNS".
- c) The total body of President, Vice-President, Secretary, Treasurer and Directors hereinafter called "the Board of Directors" or "the Board".

Article II

Purpose/Objectives

The purpose of this non-profit organization is as follows:

1. To unite people of Nepalese origin and those interested in Nepalese culture residing in and around the Capital District, NY.
2. To promote and preserve Nepalese culture and traditions.
3. To establish and foster cordial relations with other local, national and international organizations.
4. To promote charitable and educational activities.
5. To assist in the socioeconomic, cultural and academic development of Nepal.
6. To undertake special projects (such as fund raising) to assist people following epidemics, pandemics, natural disasters etc. within and beyond the society.

Article III

Programs and Activities

The organizations will co-ordinate activities to celebrate Nepalese cultures, traditions and educational activities such as:

1. Nepalese New Year Celebration
2. Dashain Festival Celebration
3. Coordinate with other Nepalese Associations as well as other relevant organizations for the purpose of fulfilling its objectives
4. Raise funds for the continued functioning and sustaining of ANNS
5. Provide scholarship to college/university student(s) on need basis. The student and his/her parents shall be the member of ANNS and Nepalese origin living in and around the Capital District, NY
6. Publish and update member directory
7. Maintain and update ANNS website
8. Organize any other activities decided by the Board of Directors and/or the General Assembly
9. To add any new program involving more than \$3000 (three thousand dollars), the President shall obtain prior approval from the simple majority of the Board. Removal of existing activities shall also require prior approval from the simple majority of the Board.

Article IV General Assembly

The General Assembly shall be a group of people who are members of the organization. Decisions of the organization shall be made by the majority of the vote cast during the meeting. Presence of fifty-one percent of the members shall be mandatory for the first meeting. However, if fifty-one percent of the members do not attend the first meeting, a second meeting shall be called and that shall be considered the General Assembly Meeting irrespective of the number of members present.

The Secretary of ANNS shall inform, on the direction of the President, all members regarding the upcoming General Assembly Meeting thirty days prior to the meeting date. For any other meetings/events of general interest, a minimum of seven days' notice will be given to all the members of the organization.

Section 3. Functions of General Assembly

The General Assembly shall be held at least once a year. The General Assembly shall also pass major bills and hold elections for the Board of Directors once every two years.

The Secretary shall present a yearly report and future functional report to the General Assembly. The Treasurer shall present a financial report for the current year and the tentative budget for the upcoming year. The General Assembly shall hear and give necessary suggestions to the Board of Directors about programs and financial reports.

The General Assembly has the right to change any articles and sections of the AANS Bylaws as deemed necessary by a two-thirds majority. However, if one third of the general members submit a signed written petition request to the Board of Directors, a General Assembly Meeting would be scheduled within six months of the date of request.

Article V

Board of Directors

Section 1. Number and Terms

A Board of Directors shall be empaneled to formulate and implement the objectives of the organization. The Board of Directors also serves as executive committee members. The number of members of the Board shall be 9 (an odd Number) people as required by the ANNS. However, each Director can form a 3-member sub-committee under his/her Chairmanship as deemed appropriate by the Board. A sub-committee member is not considered the member of the Board and he/she shall not have any voting rights on any Board meetings.

The President shall also be the Chairperson of the Board of Directors. Each member of the Board shall serve two years and is eligible to be re-elected, unless decided otherwise due to the reasons as per Article VI of this Bylaws. A two-year continuous membership shall be required for the post of the President, Vice-President, and Secretary. However, one-year continuous membership shall be good for the post of Treasurer and the Directors.

Section 2. Member of the Board of Directors

The member of Board of Directors shall provide ongoing leadership to ANNS members and conduct the routine activities of ANNS. The Board of Directors shall include:

President -1

Vice-President & Director of Community Relations-1

Secretary -1

Treasurer -1

Director of Cultural Activities-1

Director of Education-1

Director of Publication and Communication-1

Director of Fundraising-1

Director of Youth and Sports-1

Section 3. Duties and Authority of the Board

(a) President

The President is also the Chairperson of the Board of Directors and the leader of the organization. He/she shall preside all meetings of the AANS Board as well as the General Assembly. He/she shall be responsible for developing policies of ANNS and seeking approval from the Board and the General Assembly. He/she shall also be responsible for implementing the programs, as decided and directed by the Board and General Assembly. He/she shall be the general spokesperson for ANNS and shall supervise every formal activity of the ANNS. He/she shall be the point of official contact for all communications to any institutions. He/she shall be the one to cast the deciding vote in case of a tie and accept, reject, or hold any resignation tendered by the other members of the Board of Directors. Every other members of the Board shall report to the President. In case of incapacity, resignation, or termination of the term of the President, the vice-President and Director of Community Relations shall act as a President with all responsibilities and powers of the President for the remaining tenure.

(b) Vice-president & Director of Community Relations

The Vice President & the Director of Community Relations shall help the President in all his duties. In the absence, incapacity or termination of the term of the President, he/she shall become the acting president with all responsibilities and powers of the President for the remaining tenure. Besides, he/she shall be responsible for managing and coordinating logistics including but not limited to event venue, food, and other logistic supplies as needed for ANNS activities. He/she shall form a committee that supports logistic activities with approval from the Board. He/she shall communicate with non-member Nepalese living in Albany Capital region and play a crucial role to include them in this Society. He/she shall also be responsible for extending ANNS relationships with the leaders of local, regional, and national (US) community organizations as well as with community organizations in Nepal and other parts of the world as decided by the Board. With the approval and/or permission from the President or and/or the Board, he/she shall communicate with other Nepali and non-Nepali communities within and

outside the US and play a significant role to introduce ANNS and seek support to strengthen ANNS activities.

(c) Secretary

The Secretary shall be responsible for keeping all records of the ANNS as well as writing and keeping minutes of Board and General Assembly meetings. He/she shall also be responsible for filing the names of the Board of Directors with the office of the Secretary of New York State. The Secretary will work with Treasurer for filing tax papers with IRS and NY State. He/she shall prepare ANNS electronic records and keep all relevant electronic documents of ANNS' ongoing activities such as Nepali class curriculums, power point presentations, *Albany Chautari* publications, certificate templates, list of participants in the events, financial records, minutes, important announcements etc. All members involved in generating those data/documents shall forward it to the Secretary as soon as the assigned task has been completed. In case of incapacity, resignation, or termination of the term of both the President and the vice-President & the Director of Community Relations, the Secretary shall act as a President with all responsibilities and powers of the President for the remaining tenure.

Each year or when needed, those documents can be archived in flash-drive or other portable hard drives. After termination or resignation, he/she shall handover those data to the President or to the newly appointed Secretary.

(d) Treasurer

The Treasurer shall be responsible for all monetary concerns of the organization. He/she shall manage the accounts of the organization with accurate receipts for income and expenditures. He/she shall keep the records of assets and liabilities of the organization. He/she shall be responsible for the yearly income and expenditure estimates and seek the approval of the reports from the General Assembly. He/she shall submit pertinent income and expenditure reports to the Board meeting and General Assembly for approval by two-thirds majority of Board of Directors and general members, respectively. If not approved, he/she shall present the revised report in consecutive meeting for approval. The Treasurer is also responsible for filing tax documents with IRS and NY State with the help of the Secretary. He/she will be responsible for driving membership every year in coordination with the Director of Fundraising.

(e) Director of Cultural Activities

The Director of Cultural Activities shall be responsible for coordinating all cultural activities/programs, including but not limited to Dashain, Tihar, Nepali New Year, summer picnic, and other events such as festival of nations etc., as decided by the Board. He/she shall be the point of contact for all the cultural activities run by ANNS. He/she shall purchase or manage the purchase of attires and other items required for cultural activities with the permission from the Board. He/she shall be responsible for setting up music and decorating the event hall as well. He/she shall form a committee for cultural activities with approval from the Board. He/she shall encourage ANNS members and their child/children to participate in cultural activities. He/she shall also invite recognized person and/or team from any part

of the world to perform cultural activities in ANNS events, but such activity must reflect Nepali culture and receive prior approval from the Board. He/she shall also organize some concerts such as Nepali movie shows etc. to generate income for ANNS, with prior approval from the Board.

(f) Director of Education

The director of Education shall be responsible for coordinating and running all the educational activities, including but not limited to Nepali summer classes. He/ she shall be responsible for developing curriculum and implementing it. If needed, he/she shall also organize and run distance/online learning educational programs throughout the year. He/she shall form a committee for educational activities with approval from the Board. He/she shall purchase or manage the purchase of educational materials with permission from the Board. He/she shall contact and coordinate with the concerned authorities of the State, County, and Schools to seek their support to run the program. He/she shall plan for the sustainability of the program.

(g) Director of Publication & Communication

The Director of Publication & Communication shall be responsible for relaying the messages from ANNS and disseminating communication about any other relevant issues both from the Board as well as the General Assembly to all ANNS members. He/she shall be responsible for updating ANNS website and preparing correspondence as decided by the Board or the President. He/she shall be responsible for publishing ANNS magazines such as *Albany Chautari*. If relevant, other magazines and bulletins associated to ANNS activities shall be published. Annual calendar covering ANNS activities shall also be published. He/she shall form a publication committee with approval from the Board. He/she and the publication committee shall explore and contact person(s), organization(s), business party(ies) etc. to collect advertisements to be placed in the publications.

(h) Director of Fundraising

The Director of Fundraising shall be responsible for coordinating and running fundraising activities approved by the ANNS Board. He/she shall coordinate with all concerned organizations, including government, public, and private organizations with the aim of community hall building process and beyond. He/she can form committee(s) to accomplish the task for community hall building and beyond. He/she shall contact well-recognized person(s) and/or organization(s) and organize different activities to raise fund for ANNS. He/she shall support the Treasurer to increase ANNS memberships. He/she shall support other Directors and committees if they are involved in fundraising to sustain their activities (such as educational and cultural activities).

(i) Director of Youth and Sports

The Director of Youth and Sports shall be responsible for coordinating all youth and their club(s) and providing appropriate directions for their activities. He/she shall help all the youth and their club(s) in coordinating with other ANNS members in addition to entities beyond ANNS whenever necessary to

organize youth activities such as sports and other activities with approval from the Board. The club President shall report to the Director of Youth and Sports. He/she shall organize various activities including but not limited to career and professional development programs such as lunch and learn program, colloquiums etc. with prior approval from the Board. He/she shall seek ways to exchange culture among the youth living in the USA and the youth living in Nepal.

Note: Based on ANNS activities and priorities in the future, if one or more Board of Director position is deemed unnecessary, the title and responsibility for such positions can be altered by approval of the General Assembly and shall be included in the next Bylaws amendment.

Section 4. Eligibility for the Board of Directors

All ANNS members who are residents of the NY Capital District and the surrounding area and possess no criminal record shall be eligible for candidacy for the Board of Directors. Furthermore, he/she must be at least 21 years old with sound health and active in ANNS 's activities/programs. The candidate for the Board of Directors must also fulfill the eligibility mentioned in Article V, Section 1.

However, the candidate for the President must fulfill the above requirements as well as demonstrate the strong commitment to the community with a record of active leadership in the community activities.

Article VI

Resignation, Disciplinary Action, Disciplinary Committee, Vacancies, Compensation and committee

Section 1. Resignations

Any member of the Board of Directors (except the President) may resign from their post by giving written notice to the President. The President shall present the resignation(s) to the subsequent Board meeting for endorsement. The Board may request the member to withdraw his/her resignation or approve the resignation.

Resignation of the President shall be presented to the Board. The Board may request the President to withdraw his/her resignation or approve the resignation and the vice-president will serve as acting President for the remaining tenure. In the case of resignation/ termination of the position for both the President and the Vice-President, the secretary will serve as the acting president for the remaining tenure.

Section 2. Disciplinary Actions and Expulsion

If any Board member is acting against the interests of the organization, misusing the funds of the organization or involved in any criminal activity, he/she will be subject to disciplinary action, up to and not limited to, expulsion.

In case the Board finds any member acting against the interests of the organization, it will send them a letter of warning requesting termination of such action. After receipt of a warning letter, if the alleged

member/officer does not terminate their actions, the Board shall appoint a disciplinary tribunal for full investigation into the case. The Board shall act according to the recommendations of the tribunal.

A member who has misused organization funds is required to reimburse the organization. If any Board member fails to attend 50% of the scheduled meetings (2 out of 4 mandatory meetings per year) without prior information or valid reasons, such a Board member shall be automatically expelled from the Board member.

Section 3. Disciplinary Committee

The Board shall appoint a minimum of three individuals from its ANNS general members or the Board, irrespective of their membership category, to investigate misbehavior of any members in activities pertinent to the organization and to submit recommendations for action to the Board.

Section 4. Vacancies

If there is a vacancy for any positions other than the President, the Board members shall nominate someone from the General Members to fill the vacancy. However, if the Board's next election is going to be held in around six months, the Board can decide with simple majority whether to elect a new Board member or not for the remaining period. For the post of President, vice-President shall function as the acting President for the remainder of the term. In case of the vacancy for both the President and the Vice-president positions, the secretary will serve as the acting president for the remaining tenure.

The next General Assembly meeting should approve the position of Acting President if new election is not held before General Assembly meeting.

Section 5. Compensation

ANNS members or the Board of Directors shall not receive any salary or compensation for their services to the organization. However, if required, the board may hire any consultant or expert to fulfill its objectives. Hired consultant may not be from the board of Directors but can be from general members.

Section 6. Committees and Subcommittees

The Board meeting may form several committees and sub-committees to fulfill ANNS objectives.

Article VII

Meeting, Place, Access to Meeting, Quorum and Voting

Section 1. Board Meetings

The Board will hold at least 4 meetings each year. The Board can decide if additional meetings are necessary.

Section 2. Meeting Place

The Board shall choose the venue for the Board and General Assembly meetings. The Secretary shall inform the Board and ANNS members of the meeting venue two week prior to the Board meeting and one month prior to the General Assembly meeting. In case of an emergency, President can notify the Board about the reason for emergency meeting and decide the venue for the Board meeting without any prior notice. In some circumstances, Board meeting and General Assembly can be organized *via* Zoom or other online sources by keeping all other official procedure same.

Section 3. Quorum

Quorum for a General Assembly meeting is fifty-one percent of registered General members. Quorum for the Board meeting is fifty-one percent of the Board members. Decisions about the programs, policies, activities and annual and financial reports can be decided by a simple majority. However, any amendment to the Bylaws shall require a two-thirds majority of the General Assembly meeting.

If, however, any Board or assembly meeting does not meet necessary quorum in the first called meeting, the Board shall call another meeting as soon as possible within a 30 (thirty) day period. The second meeting shall be considered the Board or General Assembly Meeting irrespective of the number of members present.

Section 4. Voting

For the General Assembly meeting, every member shall have one vote. A member who is at least 18 years old and has paid yearly membership dues can vote in General Assembly and General Election. The member of the Board will have the voting rights in the Board meetings. General members, observers, invitees and advisors (if there are any) to the Board meeting shall not have the voting rights irrespective of the type of the Board meeting.

Section 5: Access to Meetings

All General Members who are interested in attending the Board meetings shall be eligible to attend the meeting. However, they won't have any voting power in the Board decisions. Discussion and advice from members may be sought but can be regulated or curtailed by the Board.

Article VIII

General Election

The General Election, through its Assembly Meeting, will be held every two years. Any officer of the Board may be re-elected, but the president shall not be re-elected to more than two consecutive terms. The New Elected Board shall replace the previous Board on the same day of election after taking oath from the election committee. Due to some circumstances, if election for the new Board could not be

held in two years period, existing Board will continue working unless newly elected Board formed. However, such circumstances should be approved by General Assembly for certain period of time.

Section 1. Date and Time

All the members shall be notified one month prior to the General Assembly meeting.

Section 2. Election Committee

The Board shall appoint a 3 (three) to 5 (five) (an odd number) member Election Committee from the General Members to organize and hold the election in a free, fair and impartial manner. A member of Election committee shall not be eligible to be a candidate for the current election. The Election Committee shall automatically be dismissed once the new Board is formed.

Section 3. Nomination

The Election Committee shall inform all its members about the election procedures and seek nominations at least two weeks prior to the election date. At least one candidate for each of the Board of Directors will be identified by the election committee.

Section 4. Election Procedure

If there is only one candidate for a position, the candidate shall be automatically elected and no election shall be held for the position. Election shall be held if there is more than one candidate for a position. The election shall be held in a closed room and kept secret by using the ballot box. Election will be based on one member, one vote policy. Candidates will be considered elected by at least one vote more than the nearest rival candidate. If the final candidates have equal number of votes, then a drawing shall decide the candidate. The Election Committee shall conduct the drawing.

Article IX

Membership

Section 1. Classification

a. Honorary Member

Honorary membership, requiring no membership fees, shall be given to distinguished individuals deemed appropriate and decided by the majority of the Board during the Board meeting.

b. General Member

Membership shall be open to all Nepalese people of Nepalese origin, Nepalese-Americans, and their spouse and family as well as those who love Nepalese culture regardless of race, creed, color, sex, sexual orientation, or physical disability. Membership shall be retained with annual dues payment.

Section 3. Membership Fee

Registration Fee: One-time Registration & membership fees shall be as follows:

- a. Individual \$25.00
- b. Life Membership \$500.00 (one time only in lifetime)

However, membership fee could also be updated with an approval of 2/3rd majority of the Board.

Section 3. Benefits, rights and responsibilities of General Members

General Members shall have the right to vote and run for election of ANNS Board of Directors. They shall get discounted fees for various ANNS activities and will receive advance notice of all such activities. They shall also have the right to bring the notice of relevant issues and activities to the Board, its members or the General Assembly.

Section 4. Enrollment Period

The enrollment time for membership shall be "the last day of the year according to Nepali Calendar or at the day of Convention each year. If a current member does not submit his/her membership due before last day or at the day of Convention, membership shall automatically expire. However, the Board or the General Assembly can decide whether to extend the current membership for certain period of time.

Article X- Advisory committees

(a) Advisory committee

The President shall appoint an Advisory Committee comprising of a minimum of three members with the approval of the Board. The Advisory Committee shall consist of distinguished individuals who are making valuable contribution to the organization, representative from women social workers, representative from other organizations within Albany area, representative from different cultural group of Nepal. Advisory Committee has no voting power of any kind of ANNS Board decisions and meetings. The Advisory Committee shall act when they are asked by the ANNS Board. General Board shall meet with Advisory Committee at least once per year.

Article XI

Fiscal Year

Fiscal year of the ANNS shall be from 1st of June of one year to 31st of May of the next year.

Article XII

Source of Financial Support

The source of financial support of the organization shall be membership fees, donations, fund raising programs and other activities. The Board shall determine the fees for different activities. All income shall be deposited in the bank and expenses must be made by bank transaction such as checks. Proof of receipt shall be provided for any kinds of expenses or income made on behalf of the ANNS.

Article XIII

Expenses, Auditing and Access to Accounts

Section 1. Expenses

No one shall spend ANNS funds without the approval of the Board. In an emergency, an authorized person (section 2 of this article) shall withdraw money equal to \$500 (five hundred dollars only) no more than twice per year. Any such expenses shall be endorsed at the next Board meeting. The receipt or proof of expenses must be available for every transaction. In case endorsement is not provided, the person who expended the funds will take the responsibility for the expenses incurred for whatsoever purposes. The incumbent president has a right to withdraw \$300 (three hundred dollars only) as an emergency help fund twice during his/her term without approval of the board, but such expense should be defined as a socially related assistance or donation. This also shall be reported and approved at the next Board of Directors meeting.

Section 2. Authorized Signature

All bank transactions shall be performed by the authorized persons indicated in this section. The treasurer along with President or Secretary shall conduct transactions. Two authorized signatures from the designee shall approve all other expenses. Each check will be documented with a signed voucher form or signed carbon copy or documentation provided to Treasurer and presented in the treasurer report in Board meeting, as approved by the Board of Directors.

The authorized signatory person(s) shall be Treasurer, President and Secretary. The Priority order of the two authorized signatures shall be as follows:

Treasurer and President

Treasurer and Secretary

Section 3. Auditing

The book of the financial accounts of ANNS shall be reviewed on regular basis and audited annually by a 3-member subcommittee established by the Board. The subcommittee will submit its report to the

Board. The Board shall present such report to the General Assembly and get its approval by simple majority.

Section 4. Access to Accounts

Any member of the organization during the General assembly period can ask about accounts and financial position of the organization. If twenty five percent of the general members believe there has been an improper use of the Organization Funds by any of its Board members, they shall make a written request to the Board at any time for a complete investigation. The Board shall then form a three or five (an odd number) member committee to investigate the case within two months of the written request. Their report shall first be discussed and endorsement of the report would require simple majority of the Board members.

Article XIV

Amendment of Bylaws

All or any articles and/or sections may be altered, amended, or replaced by a two third majority of the General Assembly Meeting. If the Board feels a change in the Bylaws is necessary, it shall appoint a three to five (an odd number) member Bylaws Review/Amendment Committee. Such committee shall first present its report to the Board and then the report shall be presented at a General Assembly Meeting where it must be approved by two-third majority of the General Assembly for the changes to take effect.

Article XV

Severability

If any provision of these Bylaws is found in violation of any superseding law or authority, they shall be amended.

Article XVI

Not-Profit Status

ANNS has been established exclusively for charitable, religious, educational, and/or scientific purposes under section 501 (c) (3) of the Internal Revenue Code. No substantial part of the activities of the organization shall engage or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry out any other activities not permitted to be executed (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article XVII

Dissolution

The property of this corporation is irrevocably dedicated to the purposes mentioned in Article II. No part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member of this corporation, or to the benefit of any private individual, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. Upon the dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation that is organized and operated exclusively for charitable purposes and that has established its tax-exempt status under Section 501(c)(3) of Internal Revenue Code.

Revision History

Revision – 001 (First Amendment - April 14, 2018)

Revision Committee:

Yukta Timalisina

Bed Paudel

Laxmi P. Baral

The changes made in the first amendment Bylaws are tabulated as follows:

S. No.	Article/ Section	Removal	Addition
1	Article III		and educational activities
2	Article V Section- I	and two years of service as a board of director	
3	Article V section-2	Members-5	Assistant Secretary-1, Assistant Treasurer-1, Members – 3
4	Article V Section 3c		The secretary will work with Treasurer for filing tax papers with IRS and NY State.
5	Article V Section-3c		In the Secretary’s absence the assistant Secretary shall act as the Secretary
5	Article V-		d. Assistant Secretary- The Assistant Secretary shall help the Secretary in all of his

	Section-3d		duties. In the absence, incapacity or termination of the term of the Secretary, he/she shall become the acting Secretary with all responsibilities and powers of the Secretary
	Article V- Section 3e		Treasurer is also responsible for filing tax papers with IRS and NY State with the help of Secretary.
6	Article V- Section-3e	In the Secretary's absence the Treasurer shall act as the Secretary	In the Treasurer's absence the Assistant Treasurer shall act as the Treasurer.
7	Article V- Section-3f		(f) Assistant Treasurer: The Assistant Treasurer shall help the Treasurer in all of his/her duties. In the absence, incapacity or termination of the term of the Treasurer, he/she shall become the acting Treasurer with all responsibilities and powers of the Treasurer.
8.	Article VIII	Starting the day after the ANNS general Assembly meeting of the same year	On the same day of election after taking oath from the election committee.
9	Article IX- Section 3	For the first-time member \$30, Student \$20 Annual membership renewal fee shall be as follows: a. Student \$15, Individual \$25	Individual \$25 However, membership fee could also be updated with an approval of 2/3 of the board.
10	Article IX- Section 4	Enrollment period (shall fall around October, subject to check with Nepalese calendar. Membership renewed after last day or at the day of convention shall not be eligible for general assembly voting for that year -every English calendar year	Last day of the year according to Nepali calendar
11	Article XIII- Section 2		Or signed carbon copy or documentation provided to treasurer and presented in Treasurer report at board meeting.

Revision History

Revision – 002 (second Amendment – May 23, 2020)

Revision Committee:

Dr. Yukta Timalisina

Dr. Krishna Devkota

Dr. Ashok Sedhain

Some minor editorial changes have been made throughout the Bylaws. The major changes made in the original Bylaws are tabulated as follows:

S. No.	Article/ Section	Removal	Addition
1	Article 1 Page-2 Line 13-14		The total body of President, Secretary and treasurer and Directors hereinafter called "the Board of Directors or the Board".
2	Article V Page-4 Section 1 Line 16-21	and Officers	The Board of Directors also serves as executive committee members. However, each Director can form a 3-member committee under his/her Chairmanship as deemed appropriate by the Board. The member is not considered the member of the board and she/she does not have any voting power on any Board meeting.
		5-13	9
		automatically	also be the Chairperson
		Except for initial officers	and the Board of Directors
3	Article V Section-2 Page-4 Line 25-31	Officers Officers Assistant Secretary	Vice-president & Director of Community Relations
4	Article V Section-2 Page-5 Line 1-6	Assistant Treasurer-1 Members-3	Director of Cultural Activities-1 Director of Education-1 Director of Publication & Communication-1 Director of Fundraising-1 Director of Youth and Sports-1
5	Section 3 page 5 Line 9-14	The president shall be the leader of the organization who presides over every meeting of the AANS Board as well as the General Assembly. He/she shall be responsible for implementing the programs and polices of ANNS, as	The President is also the Chairperson of the Board of Directors and the leader of the organization. He/she shall preside all meetings of the AANS Board as well as the General Assembly. He/she shall be responsible for developing policies of ANNS and seeking approval from the Board and the General Assembly. He/she shall also be responsible for implementing the programs, as decided and directed by the Board and General Assembly. He/she

		decided by the Board and General Assembly. He/she shall be the general spokesman for ANNS and shall supervise every formal action of the ANNS. He/she shall be the one to cast the deciding vote in case of tie and also accept, reject or hold any resignation tendered by the members of the Organization.	shall be the general spokesperson for ANNS and shall supervise every formal activity of the ANNS. He/she shall be the point of official contact for all communications to any institutions. He/she shall be the one to cast the deciding vote in case of a tie and accept, reject, or hold any resignation tendered by the members of the Board of Directors. Every other members of the Board shall report to the President. In case of incapacity, resignation, or termination of the term of the President, the vice-president and Director of Community Relations shall act as a President with all responsibilities and powers of the president for the remaining tenure.
6	Section 3 page 5 Line 21-33	(b) Vice President: The Vice President shall help the President in all of his duties. In the absence, incapacity or termination of the term of the president, he/she shall become the acting president with all responsibilities and powers of the president.	(b) Vice-president & Director of Community Relations The Vice President & the Director of Community Relations shall help the President in all of his duties. In the absence, incapacity or termination of the term of the president, he/she shall become the acting president with all responsibilities and powers of the president. He/she shall be responsible for managing and coordinating logistics including but not limited to event venue, food, and other logistic supplies as needed for ANNS activities. He/she shall form a committee that supports logistic activities with approval from the Board. He/she shall also be responsible for extending ANNS relationships with the leaders of local, regional, and national (US) community organizations as well as with community organizations in Nepal and other parts of the world as decided by the Board. With the approval and/or permission from the President or and/or the Board, he/she shall communicate with other Nepali and non-Nepali communities within and outside the US and play a significant role to introduce ANNS and seek support to strengthen ANNS activities. He/she shall seek ways to exchange culture among the youth living in the USA and the youth living in Nepal.
7	Section 3 page 6 Line 1-12	(c) Secretary: The Secretary will relay the messages from ANNS and communicate any other relevant issues both from by	(c) Secretary The Secretary shall be responsible for keeping all records of the ANNS as well as writing and keeping minutes of Board and General Assembly meetings. He/she shall also be responsible for filing the names of the Board of

		<p>the Board as well as the General Assembly to all ANNS members. He/she shall be responsible for keeping all records of the ANNS and keeping minutes of Board and General Assembly meetings. He/she shall be responsible for preparing correspondence as decided by the Board or President. He/she shall also be responsible for filing the names of the Board of Directors with the office of the Secretary of New York State. The secretary will work with Treasurer for filing tax papers with IRS and NY State. In the Secretary's absence the Assistant Secretary shall act as the Secretary.</p>	<p>Directors with the office of the Secretary of New York State. The Secretary will work with Treasurer for filing tax papers with IRS and NY State. He/she shall prepare ANNS electronic records and keep all relevant electronic documents of ANNS' ongoing activities such as Nepali class curriculums, power point presentations, <i>Albany Chautari</i> publications, certificate templates, list of participants in the events, financial records, minutes, important announcements etc. All members involved in generating those data/documents shall forward it to the Secretary as soon as the assigned task has been completed. In case of incapacity, resignation, or termination of the term of both the President and the vice-President & the Director of Community Relations, the Secretary shall act as a President with all responsibilities and powers of the President for the remaining tenure.</p> <p>Each year or when needed, those documents can be archived in flash-drive or other portable hard drives. After termination or resignation, he/she shall handover those data to the President or to the newly appointed Secretary.</p>
8	Section 3 page 6 Line 13-24	<p>(d) Assistant Secretary: The Assistant Secretary shall help the Secretary in all of his duties. In the absence, incapacity or termination of the term of the Secretary, he/she shall become the acting Secretary with all responsibilities and powers of the Secretary.</p>	<p>(d) Treasurer The Treasurer shall be responsible for all monetary concerns of the organization. He/she shall manage the accounts of the organization with accurate receipts for income and expenditures. He/she shall keep the records of assets and liabilities of the organization. He/she shall be responsible for the yearly income and expenditure estimates and seek the approval of the reports from the General Assembly. He/she shall submit pertinent income and expenditure reports to the Board meeting and General Assembly for approval by two-thirds majority of Board of Directors and general members, respectively. If not approved, he/she shall present the revised report in consecutive meeting for approval. The Treasurer is also responsible for filing tax documents with IRS and NY State with the help of the Secretary. He/she will be responsible for driving membership every year in coordination with</p>

			the Director of Fundraising.
9	Section3 page 6 Line 25-32	<p>(e) Treasurer:</p> <p>The Treasurer shall be responsible for all monetary concerns of the organization. He/she shall manage the accounts of the organization with accurate receipts for income and expenditures. He/she shall keep the records of assets and liabilities of the organization. He/she shall be responsible for the yearly income and expenditure estimates and the approval of the relevant budget from the General Assembly. He/she shall give the pertinent income and expenditure reports to the Board and General Assembly. Treasurer is also responsible for filing tax papers with IRS and NY State with the help of Secretary. In the Treasurer's absence the Assistant Treasurer shall act as the Treasurer.</p>	<p>(e) Director of Cultural Activities</p> <p>The Director of Cultural Activities shall be responsible for coordinating all cultural activities/programs, including but not limited to Dashain, Tihar, Nepali New Year, summer picnic, and other events such as festival of nations etc., as decided by the Board. He/she shall be the point of contact for all the cultural activities run by ANNS. He/she shall purchase or manage the purchase of attires and other items required for cultural activities with the permission from the Board. He/she shall be responsible for setting up music and decorating the event hall as well. He/she shall form a committee for cultural activities with approval from the Board. He/she shall encourage ANNS members and their child/children to participate in cultural activities. He/she shall also invite recognized person and/or team from any part of the world to perform cultural activities in ANNS events, but such activity must reflect Nepali culture and receive prior approval from the Board. He/she shall also organize some concerts such as Nepali movie shows etc. to generate income for ANNS, with prior approval from the Board.</p>
10	Section3 page 6, Lines 33-36 & page7, line 1-6	<p>(f) Assistant Treasurer:</p> <p>The Assistant Treasurer shall help the Treasurer in all of his duties. In the absence, incapacity or termination of the term of the Treasurer, he/she shall become the acting Treasurer with all responsibilities and powers of the Treasurer.</p>	<p>(f) Director of Education</p> <p>The director of Education shall be responsible for coordinating and running all the educational activities, including but not limited to Nepali summer classes. He/she shall be responsible for developing curriculum and implementing it. If needed, he/she shall also organize and run distance/online learning educational programs throughout the year. He/she shall form a committee for educational activities with approval from the Board. He/she shall purchase or manage the purchase of educational materials with permission from the Board.</p>

			He/she shall contact and coordinate with the concerned authorities of the State, County, and Schools to seek their support to run the program. He/she shall plan for the sustainability of the program.
11	Section3 page 7 Line 7-15	(g) Board Members: The Board Members shall set policy and direction for ANNS by their voting power in the Board meetings. Board Members shall carryout any responsibility given by the Board.	(g) Director of Publication & Communication The Director of Publication & Communication shall be responsible for relaying the messages from ANNS and disseminating communication about any other relevant issues both from the Board as well as the General Assembly to all ANNS members. He/she shall be responsible for updating ANNS website and preparing correspondence as decided by the Board or the President. He/she shall be responsible for publishing ANNS magazines such as <i>Albany Chautari</i> . If relevant, other magazines and bulletins associated to ANNS activities shall be published. Annual calendar covering ANNS activities shall also be published. He/she shall form a publication committee with approval from the Board. He/she and the publication committee shall explore and contact person(s), organization(s), business party(ies) etc. to collect advertisements to be placed in the publications.
12	Section 3 Page 7 Line 16-23		(h) Director of Fundraising The Director of Fundraising shall be responsible for coordinating and running fundraising activities approved by the ANNS Board. He/she shall coordinate with all concerned organizations, including government, public, and private organizations with the aim of community hall building process and beyond. He/she can form committee(s) to accomplish the task for community hall building and beyond. He/she shall contact well-recognized person(s) and/or organization(s) and organize different activities to raise fund for ANNS. He/she shall support the Treasurer to increase ANNS memberships. He/she shall support other Directors and committees if they are involved in fundraising to sustain their activities (such as educational and cultural activities).

			<p>(i) Director of Youth and Sports</p> <p>The Director of Youth and Sports shall be responsible for coordinating all youth and their club(s) and providing appropriate directions for their activities. He/she shall help all the youth and their club(s) in coordinating with other ANNS members in addition to entities beyond ANNS whenever necessary to organize youth activities such as sports and other activities with approval from the Board. The club President shall report to the Director of Youth and Sports. He/she shall organize various activities including but not limited to career and professional development programs such as lunch and learn program, colloquiums etc. with prior approval from the Board. He/she shall seek ways to exchange culture among the youth living in the USA and the youth living in Nepal.</p> <p>Note: Based on ANNS activities and priorities in the future, if one or more Board of Director position is deemed unnecessary, the title and responsibility for such positions can be altered by approval of the General Assembly and shall be included in the next Bylaws amendment.</p>
13	<p>Section 1. Classification a. Honorary Member Page 11 Line 20</p>		Honorary membership requiring no membership fees
14	<p>Section 3. Benefits, rights and responsibilities of General Members Page 12, Line 3</p>		Board of Directors.
15	<p>Section 2. Authorized Signature Page 13 Line 21-24</p>		<p>one of the Directors as decided by the Board</p> <p>Treasurer and one of the Board of Directors</p>

16	Article XIV Amendment of Bylaws Line14-16		Note: The second amendment on Bylaws is approved by two-third majority of the General Assembly meeting on May 25 th , 2020 and it be implemented from the forthcoming General Assembly meeting.
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