

Organizational Constitution: Membership, General Assembly, and Executive Committee Guidelines in Nepal

1: Classification of Membership:

The organization shall have the following four types of members:

a) General Member:

Any individual meeting the qualifications set out the statute can apply through the prescribed process and obtain membership of the organization as a general member.

b) Founding Member:

The officials and members present at the time of the organization's registration shall be the founding members.

c) Lifetime Member:

Individuals who provide special support to the development of the organization will be granted lifetime membership through a defined process.

d) Honorary Member:

The organization may grant honorary membership to distinguished social workers and reputable Nepali citizens it deems suitable. However, honorary members will not have voting rights.

2. Required Qualifications for Membership:

To become a member of the organization, a person must meet the following qualifications:

- a) Must be a Nepali citizen;
- b) Must be over 18 years of age;
- c) Must be a literary creator or someone interested in the progress and upliftment of society;
- d) Must be mentally sound;
- e) Must not have been convicted and punished for any criminal offense involving moral turpitude or corruption.

3. Disqualification for Membership or Continuation:

The following individuals are not eligible to become or remain members of the organization:

- a) Non-Nepali citizens;
- b) Persons under 18 years of age;
- c) Bankrupt individuals;
- d) Mentally unstable or insane persons;
- e) Individuals convicted within the past year for theft, fraud, forgery, misappropriation of entrusted funds or corruption;
- f) Persons with personal interest in the organization's business;
- g) Persons with unpaid membership dues.

4. Termination of Membership:

A person will cease to be a member under the following circumstances:

- a) If they become ineligible as per Article 3 (**Disqualification for Membership or Continuation**)
- b) If two-thirds majority of the General Assembly passes a resolution for removal;
- c) If a member's resignation is accepted or they die;
- d) If found guilty of dishonesty or malicious conduct by a court;
- e) If the member commits any act prohibited by the statute.

Before disqualification, the organization must notify the individual and provide an opportunity to present a defense.

5. Membership Fees and Process:

1. General Member:

- a. a) Entry fee of Rs. 500. Application must be submitted in writing to the Executive Committee and approved.
- b. b) Annual renewal fee of Rs. 100 must be paid.
- c. c) Renewal must be completed by the end of Ashadh each year. Late renewal may be done by paying an additional fee.

2. Founding Member:

- a. a) Office bearers of the ad hoc committee at the time of registration shall be founding members.
- b. b) They must pay a lump sum of Rs. 1,000 within two months of the organization's registration.

3. Lifetime Member:

- a. By paying Rs. 5,000 as a lump sum and applying as per the prescribed process, an individual may be granted lifetime membership by the Executive Committee.

4. Honorary Member:

- a. Honorary membership may be granted by the Executive Committee without any fee. Honorary members cannot participate in elections or have voting rights.
5. If membership is denied, the applicant will be informed with reasons.
6. All members must adhere to the statute and associated rules and regulations.
7. Separate membership record books shall be maintained for each membership type.

6. Formation of the General Assembly:

1. The General Assembly will comprise all members except honorary members. Honorary members may be invited guests. The General Assembly is the supreme body of the organization.
2. The General Assembly shall be of the following types:
 - a. a) **Annual General Assembly:** Held once a year.
 - b. b) **Special General Assembly:** If one-fourth of the total members request a special assembly with reasons, the Executive Committee must call the meeting within 7 days. However, no special meeting can be held within six months of the last one.
3. The first Annual General Assembly shall be held within two months of the organization's establishment. Thereafter, it shall be held within two months of the end of each fiscal year.
4. Notice of Annual General Assembly must be given at least 15 days in advance, and notice of a Special Assembly at least 7 days in advance.
5. If a quorum as per Article 18 is not met, another assembly must be called within 7 days.
6. Separate minute books will be maintained for annual and special assemblies.

7. Duties and Powers of the General Assembly:

- a) Approve plans, programs, and annual budget presented by the Executive Committee.
- b) Discuss and approve the annual audit report, and direct the Executive Committee to recover unaccounted funds.
- c) Appoint the auditor for the upcoming year and set their remuneration.
- d) Evaluate annual progress and give necessary direction to the Executive Committee.
- e) Elect new office bearers when current terms expire.
- f) Approve amendments to statutes and rules presented by the Executive Committee.
- g) Grant honorary membership.
- h) Approve actions beneficial to the organization proposed by the Executive Committee.
- i) Approve organizational staff structure, salaries, and allowances as needed from internal resources.

8. Formation of the Executive Committee:

1. The Executive Committee will consist of the following 7 elected members:
 - a.
 - i. President – 1 person
 - b.
 - i. Vice-President – 1 person
 - c.
 - i. Secretary – 1 person
 - d.
 - i. Treasurer – 1 person
 - e.
 - i. Members – 3 persons

Total: 7 members
2. The term of the Executive Committee will be 2 years.
3. If a member's position becomes vacant before the Annual General Assembly, the committee may appoint someone to serve the remainder of the term.

4. The President will call meetings as needed. If 25% of the members request a meeting, the President must call one.
5. A quorum of at least 51% of members is required for meetings.
6. The President chairs the meeting. In their absence, the Vice-President will chair.
7. Decisions are based on majority vote; in case of a tie, the President casts the deciding vote.
8. Meeting minutes must be recorded and signed by at least 51% of attendees.
9. If all members agree in writing, decisions can be made without a meeting and attached to the minute book.
10. All decisions of the organization must be made by the Executive Committee.
11. The Executive Committee may form advisory committees, legal advisors, and sub-committees as needed. These must be approved by the General Assembly.

9. Duties and Powers of the Executive Committee:

- a) Prepare and present the next year's plan and budget to the General Assembly.
- b) Implement programs in line with the statute and approved budget.
- c) Operate programs that benefit the organization.
- d) Remain accountable to the General Assembly.
- e) Use available resources efficiently to achieve organizational objectives.
- f) Create action plans, raise funds, implement, supervise, and monitor.
- g) Securely manage organizational funds and assets; open and operate bank accounts.
- h) Draft and enforce staff regulations regarding service conditions and benefits.
- i) Form advisory committees or sub-committees as needed and delegate responsibilities.
- j) Provide leadership to the organization.

10. Resignation from Positions:

The President can resign through the Vice-President to the Executive Committee. The Vice-President or other office bearers can resign through the President.

11. Other Committees:

- a) The Executive Committee may form other committees or sub-committees as needed to operate the organization within the statute's scope. These must be approved by the General Assembly.
- b) Sub-committees will carry out the duties assigned to them by the committee.