

NEPALIS AND FRIENDS ASSOCIATION (NAFA)

3044 E. Corrine Dr.
Phoenix, AZ 85032

BYLAWS OF NEPALIS AND FRIENDS ASSOCIATION

BYLAW 1 - DEFINITIONS

In these bylaws, unless the context otherwise requires:

"Association" means the Nepalis and Friends Association.

"Code" means Internal Revenue Code of 1986, as amended.

"Member" means a member of the Association.

"Executive Committee" means the Executive Committee of the Association.

"Executive Committee Member" means an official or a member of the Executive Committee.

"President" means the President of the Association.

"Secretary" means the Secretary of the Association.

"Treasurer" means the Treasurer of the Association.

"Vice President" means the Vice President of the Association.

BYLAW 2- NAME AND AFFILIATION

This organization shall be known as:

NEPALIS AND FRIENDS ASSOCIATION

and as: "NAFA" in abbreviated form.

BYLAW 3 - OBJECTIVES

3.1 The objectives of the Association are:

1. To promote and preserve the interests and welfare of the Nepali community.
2. To establish and promote socio-cultural identity of Nepal within and outside the Nepali community.

3. To familiarize the incoming members with the new environment and culture.
 4. To provide donations for needy people of Nepal during natural calamities.
 5. To provide scholarships to underprivileged meritorious students of Nepal.
 6. To provide means for collection, dissemination and exchange of creative ideas and information concerning Nepal and Nepali community.
 7. To act as a support group for the community.
 8. To act as a contact point with other sister organizations and communities.
 9. To engage in such other related activities to the extent that they do not prejudice the tax-exempt status of the Association under Section 503(c)(3) of the Code.
- 3.2 The Association is formed and shall be operated exclusively for educational, charitable and scientific purposes within the meaning of Section 501(c)(3) of the Code.

BYLAW 4 - MEMBERSHIP

- 4.1 Any person who takes active interest in the welfare of Nepal and Nepali community shall become a Member of the Association upon timely payment of membership dues.
- 4.2 Annual membership fee for a student or the family of a student shall be \$10; annual membership fee for other individuals or families shall be \$25; life membership fee shall be \$250 or more; and the contributors of \$1,000 or more shall be designated as patrons of the Association. Patrons shall automatically become the life members of the Association.
- 4.3 Annual membership fees are due by January 1.
- 4.4 Each Member shall be entitled to a single vote.

BYLAW 5 - GENERAL BODY AND EXECUTIVE COMMITTEE

- 5.1 General Body
The general body of the Association shall consist of all the Association members in good standing.
- 5.2 Executive Committee
The Executive Committee shall be elected by the simple majority of the votes cast by the Members of the Association. The Executive Committee shall consist of:
 - (1) President
 - (2) Vice-President
 - (3) Secretary
 - (4) Treasurer
 - (5) Three (3) Executive Members

5.3 Duties and Responsibilities of the Executive Committee

The Executive Committee or any member of the Executive Committee shall perform in good faith the duties in keeping with the objectives of the Association.

(1) President

The President shall:

- (i) supervise all activities of the Association;
- (ii) when present, preside over all regular or special meetings of the Association;
- (iii) serve as the official spokesperson of the Association; and
- (iv) assume all other executive duties not otherwise delegated.

(2) Vice-President

The Vice-President shall:

- (i) assist the President in performing the presidential duties;
- (ii) assume the duties and responsibilities of the President in the absence of the President; and
- (iii) perform any other duties assigned by the President.

(3) Secretary

The Secretary shall:

- (i) act as a custodian of all records and files of the Association;
- (ii) be responsible for responding to the Association correspondence and for informing other officers;
- (iii) notify the Members in advance of the incoming events of the Association;
- (iv) arrange for location for business meetings and periodic get-togethers;
- (v) keep agenda of the meetings;
- (vi) perform any other duties assigned by the President.

(4) Treasurer

The Treasurer shall:

- (i) act as a custodian of all funds, fiscal files of the Association.
- (ii) establish savings and checking accounts with the consent of the President;
- (iii) receive all funds paid to the Association and keep appropriate accounts;
- (iv) pay all valid bills of the Association;
- (v) maintain appropriate, accurate and current financial records and report them to the annual General Body meetings; and
- (vi) perform any other duties assigned by the President.

5.4 Executive Committee meeting shall be held at least twice a year. Executive Committee Members may attend the meeting via video/teleconference or may vote by proxy.

5.5 Each Executive Committee Member shall be entitled to a single vote. The decision of the simple majority of the vote cast shall be the decision of the Executive Committee.

5.6 The President shall authorize such committees or boards as deemed expedient to carry out the objectives of the Association.

BYLAW 6 - TENURE OF THE EXECUTIVE COMMITTEE

The tenure of the Executive Committee shall be for two-years. The official shall be eligible for re-election. In the event of any office falling vacant, the Executive Committee shall nominate any suitable Member to hold the office for the remainder of the term.

BYLAW 7 - FUNDS AND ACCOUNTS

7.1 Income

The income of the Association shall consist of:

- (i) Membership fees of the Association;
- (ii) Donations, gifts and advertisement revenue received by the Association; and
- (iii) Any interest accrued on the Association funds.

7.2 Expenditure

The funds of the Association shall be handled by the Treasurer for the expenditure of the Association. However, with prior approval of the President, any other Member may make transaction with the Association fund for the sole purpose of the business of the Association.

7.3 Fiscal Year

The fiscal year of the Association shall end on the last day of December each year.

BYLAW 8 - STATEMENT OF NON-DISCRIMINATION

This Association shall not discriminate on the basis of age, gender, national origin, race, ethnicity, religion, sexual orientation and disability. This policy shall include, but is not limited to, recruiting, membership, organization activities or opportunities to hold office.

BYLAW 9 - AMENDMENTS

The Bylaws or any part thereof may be amended by a simple majority of the votes cast by the Members of the Association on the recommendation of the Executive Committee.