

Constitution

(January 2011)

ARTICLE I: NAME OF THE ORGANIZATION

The name of this organization shall be Association of Nepalese Mathematicians in America (hereinafter called ANMA). ANMA is a not-for-profit organization formed by mathematicians of Nepali origin in the USA.

ARTICLE II: PURPOSE

Section 1 ANMA shall serve to provide resources to Nepali mathematicians in Nepal and abroad that foster scholarship and professional growth.

Section 2 ANMA shall serve to advance research in mathematical sciences in Nepal as well as in the communities of mathematicians of Nepali origin.

Section 3 ANMA shall serve as a forum for Nepali mathematicians to share experiences and techniques that foster teaching of mathematical sciences.

ARTICLE III: MEMBERS AND MEMBERSHIPS

Section 1 All mathematicians of Nepali origin residing in the USA or US territories with at least a master's degree or currently in master's degree program of mathematical sciences are eligible for membership. The members of ANMA consist of life members

and term members. Term membership is valid for two years and the membership fee shall be paid once before the general meeting. ANMA shall not exclude any person based on race, religion, color or sex.

Section 2 The Executive Committee (defined in ART IV) may issue an honorary membership to persons or organizations who have made a substantial contribution to ANMA. The honorary members need not pay any membership fees. The honorary members are not eligible to vote or be on the Executive Committee.

Section 3 The Executive Committee may issue a guest membership to undergraduate students in mathematical sciences in the USA or mathematicians of Nepali origin other than those defined in Section 1. The membership fee will be decided by the General Assembly. The guest members are not eligible to vote or be on the Executive Committee.

ARTICLE IV: EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall be comprised of a President, a Vice-President, a Secretary, a Joint Secretary, a Treasurer, and six members.

Section 2 The Executive Committee is responsible for the protection and implementation of this constitution. The Executive Committee will exercise the powers and perform the duties prescribed by this constitution and any by-laws formed under this constitution.

Section 3 The Executive Committee shall be elected every two years by the general meeting of ANMA. All the positions are voluntary. No officers shall serve more than two terms in the same position. The president of the Executive Committee should be a life member of ANMA. All other members must maintain ANMA membership throughout their tenure.

Section 4 Any Executive Committee members may be removed from the committee as the result of misconduct. Removal of a committee member shall be conducted in accordance with ARTICLE VIII.

ARTICLE V: ADVISORY BOARD

Section 1 The Advisory Board shall be comprised of at most five life members of ANMA, including at least one past president of ANMA.

Section 2 The Advisory Board shall be appointed by the Executive Committee for the two-year term of the Executive Committee.

Section 3 The Executive Committee may invite the advisory board to Executive Committee meetings as needed.

Section 4 The members of advisory board shall not vote in the Executive Committee meetings.

Section 5 An Advisory Board member may be removed from the advisory board at any time with or without cause by a simple majority of the Executive Committee.

ARTICLE VI: MEETINGS

Section 1 The Executive Committee shall meet at least three times a year. In special circumstances, a simple majority of the Executive Committee can call a meeting as needed.

Section 2 At least one virtual or in-person general meeting of all the members of ANMA shall be held every two years. The Executive Committee can call more meetings if needed. The agenda for the meeting will be determined by the Executive Committee.

Section 3 The Executive Committee can call a special general meeting when a written petition of at least one-third of the general members is presented. Except in the cases of emergency, at least five days prior notice for such a meeting shall be given to the general members.

Section 4 A quorum of 51% is needed for the Executive Committee meetings. A simple majority is needed to pass a motion.

ARTICLE VII: ELECTION OF EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall be elected for a two-year term by the General Assembly.

Section 2 ANMA membership is required to be a nominee for the Executive Committee.

Section 3 A candidate with the highest number of votes wins the election.

ARTICLE VIII: REMOVAL OF OFFICERS

Section 1 Removal of Executive Committee members shall require formal removal proceedings resulting in a vote of two-thirds of the General Assembly in favor of removal. The requirements of quorum must be met for these proceedings.

Section 2 The president may issue a show-cause notice upon approval from the Executive Committee to a member absent in three consecutive Executive Committee meetings without any prior information to the committee. If the member cannot produce satisfactory grounds for their absences within three months, then the Executive Committee may start the removal proceedings according to section 3.

Section 3 Removal proceedings of any committee member shall require a written complaint of misconduct presented to the president. In the case of removal proceedings of the president, a written complaint must be presented to the vice-president.

An Ad-Hoc investigating committee appointed by the Executive Committee will conduct an inquiry regarding the complaint. The investigating committee may recommend the Executive Committee either to present the complaint and the committee's findings to the General Assembly or to dismiss it.

Section 4 If the investigating committee recommends the removal of the member, the Executive Committee, upon review of the committee's findings, must follow Section 1 of Article VIII.

Section 5 If the complaint is dismissed, all the documents regarding the complaint should be destroyed and the identity of the person to whom the complaint was brought must be kept confidential.

ARTICLE IX: DUTIES OF OFFICERS

A President

- Provide the leadership toward achieving the objectives of the organization.
- Set agendas and schedule meetings.
- Call and preside over all meetings of ANMA and the Executive Committee.
- May form subcommittees in consultation with the Executive Committee.
- Select and confirm speakers for events or assign another member of the Executive Committee to serve this role.
- Ensure annual audit of the ANMA.
- Prepare tax documents in consultation with the treasurer.
- Deliver records to incoming Executive Committee at the end of the tenure.

B Vice-President

- Preside in the absence of the president.
- Perform the duties of the president defined on Article IX (A) in case the president is unable to perform duties.

- In case of the permanent absence of the president before the end of the term, the vice-president shall assume the position of the president for the remainder of the term.

C Secretary

- Keep minutes of every Executive Committee meeting.
- Maintain the records of the ANMA deemed appropriate by the Executive Committee.
- Assist the president in communication with the ANMA members and broader community.
- Deliver records to incoming secretary at the end of the tenure.

D Joint Secretary

- Provide necessary assistance to the secretary.
- Perform the duties of the secretary defined on Article IX (C) in case the secretary is unable to perform duties.
- In case of the permanent absence of the secretary before the end of the term, the joint secretary shall assume the position of the secretary for the remainder of the term.

E Treasurer

- Collect the dues, make the disbursements, and keep the financial records of the ANMA.
- Submit financial records for audit when required by the Executive Committee.
- Maintain tax records and prepare tax documents in consultations with the president.

- Furnish financial reports to the ANMA members as directed by the Executive Committee.
- Oversee all fundraising activities initiated by the ANMA.
- Deliver financial records to the incoming treasurer at the end of the tenure.

F Executive Committee Members

- Attend the Executive Committee meetings.
- Perform the duties given by the Executive Committee.

ARTICLE X: NON- PROFIT STATUS

The organization will be registered 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 participate in, 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 on any other activities not permitted to be carried on (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 XI: DISSOLUTION

The property of this association is irrevocably dedicated to the purposes mentioned in ARTICLE II, PURPOSE, and 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 association, 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 winding up and 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 the Internal Revenue Code.

ARTICLE XII: AMENDMENTS

Any ANMA member(s) may propose an amendment to this constitution. The amendment shall be submitted in writing to the Executive Committee. Any amendment to this constitution shall require a two-thirds majority vote of the General Assembly.

- I. The constitution was adopted officially in January 2011.
- II. The first amendment was approved on 01/17/2019 by the full house majority of the ANMA General Assembly.

III. The second amendment was approved by the full house majority of the ANMA General Assembly on 01/15/2023.