

NEPALESE COMMUNITY OXFORDSHIRE (NCO UK)

The Constitution of Nepalese Community Oxfordshire (NCO UK)

Article 1 - Name

1.1 The organisation shall be called "Nepalese Community Oxfordshire" in the United Kingdom, "NCO UK" in abbreviation.

Article 2 - Establishment

2.1 NCO UK is a non-profit making organisation based in Oxford UK, establish in December 2006.

Article 3 - Logo

3.1 The official logo of the organization shall be as follows:



Article 4 - Aims and Objectives

4.1 The aim and objectives of the organisation shall be as follows:

4.1.1 To promote goodwill and the interest of all the people of Nepalese origin living in Oxfordshire and to provide training and advice.

4.1.2 To preserve and promote Nepalese culture and heritage and to organize social and cultural events.

4.1.3 To establish greater understanding and co-operation amongst the Nepalese people living in Oxfordshire.

4.1.4 To initiate collaboration with similar organisations in the UK and Nepal and be of assistance whenever possible.

4.1.5 To promote cultural exchange and mutual relations between the Nepalese, British and other people from different ethnic origins in Oxfordshire.

Article 5 - Membership

5.1 All Nepalese age 18 and over residing in the Oxfordshire and in the UK shall be eligible for full membership of the organisation. The membership of all people under 18 shall be covered by the membership of the parents/ guardians. Parents/ guardians membership taken before 18 July 2010 shall cover all members of the family as long as they are living together with their parents / guardians under one roof. Membership taken after 18 July 2010 shall be as per the article number 5.3 below. Membership fee is non-refundable.

5.2 Other people who support the work of the organisation and are aged 18 or over can apply to become an honorary member. The NCO UK committee will keep an up-to-date membership list.

5.3 Membership category and no- refundable fee shall be as follows. Any changes shall be decided by the Executive Committee:

5.3.1 Flat fee	£5.00 per person
5.3.4 Honorary	Nil

Article 6 - Subscriptions

6.1 Subscription and fees where necessary shall be decided by the Executive Committee.

Article 7 - General Body

General body shall

- 7.1 consist of all members of the organisation.
- 7.2 elect members of the Executive Committee.
- 7.3 accept Annual and Financial reports.
- 7.4 decide on unforeseen matters arising from time to time.

Article 8 - Organisational structure

8.1 The organisation shall be administered by an executive committee of minimum six (6) people and maximum as necessary.

8.2 The composition of Executive Committee shall be as follows:

8.2.1 Chairperson - 1

8.2.2 Vice Chairperson - 2 (if necessary)

8.2.3 Secretary -1

8.2.4 Assistant Secretary -1

8.2.5 Treasurer -1

8.2.6 Assistant Treasurer - 1

8.2.7 Committee members - 13

8.2.8 Area representatives as necessary shall be nominated by the Executive Committee.

8.2.9 Advisors: Executive Committee shall nominate Advisors as per the requirements of the organisation.

Article 9 - Functions of Executive Committee

9.1 The functions of the executive committee shall be as follows:

9.1.1 The committee shall be responsible for the management of the organisation.

9.1.2 The committee shall appoint sub-committee(s) as required from time to time.

9.1.3 The committee shall consider the resignation of the Chairperson when tendered.

9.2 Maintain Discipline:

9.2.1 The executive committee shall maintain strict discipline in the organisation.

9.2.2 The executive committee may remove a person's membership if they believe it is in the best interests of the organisation. The member has the right to be heard by the executive committee before the decision is made and can be accompanied by a friend.

9.2.3 Vote of no-confidence against any executive member may be submitted in writing by other executive member supported by a simple majority of the executive committee. Such proposal shall require two third majority consent of the executive committee to be passed.

Article 10 - Functions of the Office Bearers

10.1 Chairperson

The functions of the Chairperson shall be as follows:

10.1.1 To be the official representative of the Organisation.

10.1.2 To maintain order and see that the rules are observed.

10.1.3 To use a casting vote in case of tie.

10.1.4 To call emergency meetings.

10.1.5 To accept resignations of members in consultation with the executive committee.

10.2 Vice Chairperson

The functions of the Vice Chairperson shall be as follows:

10.2.1 To assist Chairperson.

10.2.2 To act as Chairperson in the absence of Chairperson.

10.3 Secretary

The functions of the Secretary shall be as follows:

10.3.1 To be a principal executive officer.

10.3.2 To call an Executive Committee Meeting and Annual General Meeting (AGM) in consultation with the Chairperson.

10.3.3 To keep the minutes of all the meetings.

10.3.4 To correspond on behalf of the organisation.

10.3.5 To prepare and submit annual report at the AGM.

10.4. Assistant Secretary

The functions of the Assistant Secretary shall be as follows:

10.4.1 To assist Secretary.

10.4.2 To act as the Secretary in the absence of the Secretary.

10.5. Treasurer

The functions of the Treasurer shall be as follows:

10.5.1 To open a joint Bank Account in the name of the organisation, with another committee member nominated as the signatory by the Executive Committee.

10.5.2 To be responsible for all financial transactions within the limit imposed by the General Body from time to time on the recommendation of the Executive Committee.

10.5.3 To maintain financial record and present a report at the AGM.

10.6. Assistant Treasurer

The functions of the Assistant Treasurer shall be as follows:

10.6.1 To assist Treasurer.

10.6.2 To act as the Treasurer in the absence of the Treasurer.

Article 11- Annual General Meeting (AGM).

11.1 The AGM must be held every year, with 30 days notice given to all members. The notice should include agenda, time and location of AGM. The AGM minutes must be kept.

11.2 In the event of the meeting not being held due to lack of quorum or simple majority, shorter notice on the discretion of the Chairperson shall be sent. Members present at the subsequent meeting shall constitute a valid quorum.

11.3 Each member of 18 years and over shall be eligible to cast one vote each.

11.4 The Executive Committee shall present the annual report and accounts.

Article 12 - General Meetings and Emergency Meetings:

12.1 Apart from AGM, there shall be at least three executive meetings in a year.

12.2 Notice of the forthcoming meeting shall be given at least two weeks in advance in case of executive committee meeting.

12.3 In the event of meeting not being held due to the lack of quorum, shorter notice on the discretion of the Chairperson shall be sent. Members present at the subsequent meeting shall constitute a valid quorum.

12.4 Emergency meetings may be called at a shorter notice on the discretion of the Chairperson.

Article 13 - Finance

13.1 Any money acquired by the organisation, including donations and contributions shall be deposited into an account in the name of the organisation.

13.2 All funds must be applied to the aims and objectives of the organisation.

13.3 Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the organisation stays within budget.

Article 14 - Quorum

14.1. A simple majority shall make a quorum at all the meetings of the organisation.

Article 15 - Election

15.1. The tenure of the executive committee shall be for a period of two years, but may be re-elected at the Annual General Meeting (AGM).

15.2 No office bearer shall hold the same post for more than 4 years consecutively. However, in the event of no candidacy being filed, he/ she may continue holding the same post if it is in the best interest of community. In the absence of general consent, election of the executive committee shall be conducted by secret ballot.

15.3. An election co-ordinator shall be appointed to conduct the election.

15.4. All members of age 18 years and above shall be eligible to vote and contest in the election.

Article 16 - Amendment and Dissolution

16.1. Any proposal for amendment of any article or any other particular point mentioned in the existing constitution must be submitted in writing to the Secretary. The Secretary shall submit the proposal to the executive committee and if accepted shall be circulated to all the members. Two third majorities of the members present at the AGM shall be required to pass such proposals.

16.2. In the event of non-functioning of the organisation, all members shall be duly notified of the dissolution. The existing executive committee shall appoint a Custodian to look after the asset of the Organisation until such time, the Organisation is revived.

Article 17 – Amendment and the approval of the Constitution:

17.1. The Constitution of Nepalese Community Oxfordshire (NCO UK) has been amended (2nd amendment) and duly passed by the consent of full members present in the fifth annual general meeting held on 5th August 2012.

Signed: Chairperson

Signed: Vice Chairperson

Signed: Secretary

Signed: Assistant Secretary

Signed: Treasurer

Signed: Assistant Treasurer

Signed: Member

Signed: Member

Signed: Member

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