



Non-Resident Nepali Association, USA (NRNA USA)

गैरआवासीय नेपाली संघ, अमेरिका

Membership Policy

(NRNAUSA-P04)

Prepared By:

Bylaws, Policies and Procedures Bureau

Approved By:

Board Meeting of NRNA USA

on the 14th day of December 2022

A handwritten signature in black ink, appearing to be 'S. P. Singh', located at the bottom right of the page.

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ARTICLE 1: PURPOSE

1.1 This policy establishes minimum requirements and necessary procedures that allow Nepali or American citizen of Nepali diaspora living in the USA to become a member of Non-Resident Nepali association, USA (NRNA USA) and acquire membership.

1.2 This policy shall follow and be a part of the current Bylaws of NRNA USA.

ARTICLE 2: TYPE OF MEMBERSHIPS

2.1 **Registered Member:** Registered member shall be a qualified or valid Non-Resident Nepali (NRN) per the definition of the Non-Resident Nepali Act 2064 Article 2 (a)(b)(c) of Nepal Government. These members can vote and be candidates in the election. These members can participate and are counted as quorum in the regular and general meetings. Depending on the bylaws of the Non-Resident Nepali Association International Coordination Council (ICC), these members may participate in the International General Convention. There are two types of Registered members as follows:

2.1.1 Registered General Member: Valid only for the terms they are registered.

2.1.2 Registered Lifetime Member: Valid for life.

2.1 **Affiliated Member:** Any Nepali or Person of Nepali Origin (PNO) or a Person of Nepali Speaking (PNS) who lives in the USA and are 18 year or older or such individual together with a team of a Nepali organization can become an Affiliated member of NRNA USA. Affiliated members cannot vote or be candidates in the election and are not counted as quorum in the general meetings unless they are qualified and become Registered members. Affiliated members can be in specific subcommittees or taskforces or bureaus to represent and address specific groups or tasks per the approval of the Board.

2.3 **Honorary Member:** NRNA USA can award an honorary membership to any person of any nationality according to the bylaws of NRNA USA who has contributed toward the Nepali communities or in benefits of Nepal. The Honorary member cannot vote or be a candidate but can be an observer in the election or general meetings.

ARTICLE 3: MEMBERSHIP FEES

3.1 Registered Member:

3.1.1 Registered General Member:

3.1.1.1 Registered General Member through renewal: \$5 (for one term)

3.1.1.1 New Registered General Member: \$5 (for one term)

3.1.2 Registered Lifetime Member:

3.1.2.1 Existing Registered Lifetime Member: Free (for life)

3.1.2.2 New Registered Lifetime Member: \$75 (for life)

3.2 Affiliated Member: \$1 (for life)

3.3 Honorary Member: Free

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ARTICLE 4: MEMBERSHIP APPLICATION PROCESS

4.1 The qualified applicant shall fill in the form on the NRNA USA website (<https://nrnamerica.org>) and pay an applicable fee, if needed.

4.2 The application is considered complete when the membership application is verified and validated by the Membership Bureau and a membership number is issued with the applicant listed under the current or valid member status on the NRNA USA website.

ARTICLE 5: REQUIRED DOCUMENTATION AND AUTHORIZATION

5.1 The qualified applicant shall provide a valid legal name, date of birth (month and day only), physical address, email address, phone number and a recent photograph with a clearly visible face for face verification. The applicants shall provide proof of address such as utility bill, phone bill, bank check with account number erased, ID or other proof that has name and address. If any resident sharing members do not have this document, provide the document of the main household member that has proof of address.

5.2 If required by the Membership Bureau, the applicant shall talk to the authorized representative of the Bureau through a digital video platform and show documentation needed remotely for verification and validation.

5.3 The applicant shall sign an authorization and agree to the disclaimer that says the age, information or documentation provided is true with self-authorized legal consequences if found otherwise.

5.4 The application system will verify the email and phone number during the application process.

ARTICLE 6: MEMBERSHIP VERIFICATION AND VALIDATION

6.1 The Membership Bureau shall verify and validate the members. All members of the Bureau shall be trained, qualified, and authorized for the membership verification and validation process.

6.2 The Bureau shall review the application and check the documents as needed to verify if it meets all criteria.

6.3 The member of the Bureau, other than the member who verified the membership, shall review the verified application, and validate to check if the verification meets all criteria.

6.4 The verified and validated members and the verification/validation process shall be independently re-screened by the Membership Bureau. With all process complete, the Membership Bureau shall issue the membership number and post it on the NRNA USA website with the membership number, first name, middle name (if applicable), last name, and state of residence.

ARTICLE 7: MEMBERSHIP TERM AND VALIDITY

7.1 Membership term is for two calendar years.

7.2 Life members and affiliated members are valid for life.

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7.3 Registered General Members are valid from the date they are posted on the NRNA USA website under current or valid members list. They will remain valid for a term with the validity date of April 30th in the election year. For election and voting purposes, the membership is considered expired, and the member is not allowed to vote if it is not renewed for another term at least a month before the election date.

ARTICLE 8: MEMBERSHIP DATABASE

8.1 Members shall have access to view and monitor their memberships through the website. Members can change certain profile information per request and authorized by the administrator.

8.2 Members are required to update the address themselves. This may provoke the board for reverification or validation if a situation arises.

8.3 By becoming a member, they will authorize the board to release their names, States and membership numbers only to the NRNA International Coordination Council for the global database.

ARTICLE 9: DOCUMENT HANDLING AND CONFIDENTIALITY

9.1 All board members abide by the organization's code of conduct policy that includes privacy and confidentiality. Member documents and information are kept confidential and private. Documents submitted, if any shall be deleted or removed from the system permanently after use for the specific purpose. Documents shown through video media shall not be screenshotted or stored. If the membership is not renewed after six months of the renewal deadline, the entire data of the member will be removed from the system. The data privacy matter is monitored by the Membership bureau and is overseen by the board.

ARTICLE 10: COMPLAINTS

10.1 All complaints in the beginning shall go to the board for resolution. If they are not resolved within a week, the members can direct the complaints to the Judicial Bureau of NRNA USA.

ARTICLE 11: EFFECTIVE DATE AND AMENDMENTS

11.1. The policy shall become effective upon majority adoption by the board members present with quorum at the NRNA USA meeting, signed and/or initialed by the President and uploaded to the website of the organization.

11.2. Any proposed amendment to these policies may be submitted in writing to the Board by the board member.

***** End of Membership Policy *****

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