



## **Non-Resident Nepali Association, USA (NRNA USA)**

**गैरआवासीय नेपाली संघ, अमेरिका**

### **Membership Policy**

(NRNAUSA-P04-Rev2)

**Prepared By:**

**Bylaws, Policies and Procedures Bureau**

**Approved By:**

**Board Meeting of NRNA USA**

**on the 14th day of December 2022**

**Amendment (Rev-2) approved by: Board Meeting of March 3, 2025**

## **TABLE OF CONTENT**

ARTICLE 1: PURPOSE

ARTICLE 2: TYPE OF MEMBERSHIP

ARTICLE 3: MEMBERSHIP FEES

ARTICLE 4: MEMBERSHIP APPLICATION PROCESS

ARTICLE 5: REQUIRED DOCUMENTATION AND AUTHORIZATION

ARTICLE 6: MEMBERSHIP VERIFICATION AND VALIDATION

ARTICLE 7: MEMBERSHIP TERM AND VALIDITY

ARTICLE 8: MEMBERSHIP DATABASE

ARTICLE 9: DOCUMENT HANDLING AND CONFIDENTIALITY

ARTICLE 10: COMPLAINTS

ARTICLE 11: EFFECTIVE DATE AND AMENDMENTS

## 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 regular and general meetings. Depending on the bylaws and policies of the Non-Resident Nepali Association International Coordination Council (ICC) or equivalent entities, 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 **Non-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 a Non-affiliated member of NRNA USA. Non-affiliated members do not meet the definition of NRN and 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. Non-affiliated members can be on specific subcommittees or taskforces or bureaus to represent and address specific subsidiary groups or tasks unrelated to NRNA with 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: Free (for one term)

3.1.1.1 New Registered General Member: Free (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 Non-affiliated Member: Free

### 3.3 Honorary Member: Free

## **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 applicant shall provide a valid ID, driver's license or other proof of identification that has his or her name, photo and current address.

5.2 If required by the Membership Bureau, the applicant shall present himself or herself to the authorized representative of the Bureau through a digital video platform and show documentation needed remotely for further 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 email and phone number during the application process.

## **ARTICLE 6: MEMBERSHIP VERIFICATION AND VALIDATION**

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

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

6.3 The members of the Bureau, other than the members who verified the membership, may 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 will be independently re-screened by the Membership Bureau. With all the process complete, the Membership Bureau will 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, with the final date of validity indicated in the membership.

7.2 Life members and Non-affiliated members are valid for life.

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 30<sup>th</sup>,

or as approved by the Board, 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.

#### **ARTICLE 8: MEMBERSHIP DATABASE**

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

8.2 Members are required to update the address themselves if there are changes. 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 will be deleted or removed from the system permanently after use for specific purpose and time. Documents shown through video media shall not be screenshotted or stored. If the membership is not renewed after a term 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 a 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 members and approved by the majority of the Board.

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