

Association of Nepalese Agricultural  
Professionals of Americas  
(NAPA<sup>1</sup>)



## **NAPA By-laws**

### **Bylaws Committee**

Prem Bhandari, Chair

Lila B Karki, Member

Krishna P. Paudel, Member

Toya Nath Baral, Member

Prakash Malla, Member

Date of Adoption:

February 12, 2016

---

<sup>1</sup> Mr. Ashish Bhandari, Ann Arbor, Michigan, an Architect Graduate from the University of Michigan volunteered to design the logo.

## TABLE OF CONTENTS

Chapters	Page
NAPA Working Committee	3
Article I: Name of the Organization	4
Article II: Mission	4
Article III: Disciplines within the NAPA	4
Article IV: Purposes/Objectives	5
Article V: Organizational Structure	6
Article VI: Functions of Executive Committee/Officers	8
Article VII: Membership	9
Article VIII: Advisory Council (AC)	11
Article IX: Meeting of the EC	11
Article X: Annual General Meeting (AGM)	11
Article XI: Committees	12
Article XII: Election Commission	12
Article XIII: Fiscal Year	12
Article XIV: Amendments	12
Article XV: Conflicts of Interests	13
Article XVI: Liquidation or Dissolution	13
Article XVII: Impeachment Provision	13
Article XVIII: Adoption of By-laws	13
Appendix	14
Appendix 1: Membership Application Form	15
Appendix 2: Logo	16
Appendix 3: Certificate of Membership	16
Appendix 4: Allegiance	16

---

## NAPA Working Committee

Formed: October 02, 2015

SN	Name	State/ Country	Designation
1	Lila B Karki, PhD	Alabama	Coordinator
2	Prem Bhandari, PhD	Michigan	General Secretary
3	Ambika Tiwari, MS	Mississippi	Treasurer
4	Megha N. Parajulee, PhD	Texas	Member
5	Krishna Prasad Paudel, PhD	Louisiana	Member
6	Prakash Malla, PhD	Georgia	Member
7	Toya Nath Baral, PhD	California	Member
8	Doleswor Bhandari, PhD	New Mexico	Member
9	Ramesh Chandra Khanal, PhD	Wisconsin	Member
10	Anup Srivastav, PhD	Georgia	Member
11	Kemika Bhandari, BSc	Maryland	Member
12	Lekh Nath Paudel, PhD	Delaware	Member
13	Sweta Sharma, PhD	Florida	Member
14	Laxmi Pant, PhD	Alberta, Canada	Member
15	Chunu Mainali, MVSc	Ontario, Canada	Member
16	Dilip Panthee, PhD	North Carolina	Member
17	Pradeep Wagle, PhD	Oklahoma	Member

## Article I: Name of the Organization

The name of the organization shall be Association of Nepalese Agricultural Professionals of Americas. In short it shall be called NAPA.

## Article II: Introduction and Mission

- i. **Introduction.** NAPA is a non-profit, non-governmental, non-religious, and non-political professional organization dedicated to serve mankind through educational, scientific, and developmental initiatives. NAPA is incorporated (Certificate ID: 10668534#BRK73) under the laws of the Secretary of State of State of Louisiana (LA).
- ii. **Mission.** To foster/enhance the quality of human race and environment through scientific research, capacity building, dissemination and charitable activities.

## Article III: Disciplines within the NAPA

- Any discipline related to agriculture and allied fields or as specified in Table 1 shall be covered within NAPA.
- The list of disciplines shall be updated and amended by a simple majority (51%) of the present members at the Annual General Meeting (AGM).

Table 1: Disciplines within the NAPA

Agriculture and Allied Disciplines		
<b>Agricultural and Environmental Sciences</b> <ul style="list-style-type: none"> <li>• Agroecology</li> <li>• Agroforestry</li> <li>• Agrometeorology</li> <li>• Forage Ecology</li> <li>• Forestry</li> <li>• Mineral Resources/Mining/Minerology</li> <li>• Natural Resource Management</li> <li>• Evolutionary Biology</li> <li>• Ecology</li> <li>• Hydrology</li> <li>• Others</li> </ul>	<b>Agricultural Economics</b> <ul style="list-style-type: none"> <li>• Farm Management</li> <li>• Agribusiness</li> <li>• Agricultural Policy</li> <li>• Forest Economics</li> <li>• Natural Resource &amp; Environmental Economics</li> <li>• Production Economics</li> <li>• Agricultural Marketing</li> <li>• Food and Consumer Economics</li> <li>• Others</li> </ul>	<b>Agricultural Education and Extension</b> <ul style="list-style-type: none"> <li>• Agricultural Education</li> <li>• Agricultural Extension</li> <li>• Agricultural Communication</li> <li>• Agricultural Leadership</li> <li>• Others</li> </ul>
<b>Social Sciences</b> <ul style="list-style-type: none"> <li>• Rural Sociology</li> <li>• Rural Development and Planning</li> <li>• Natural Resource Sociology</li> <li>• Environmental Sociology</li> <li>• Population and Environment</li> </ul>	<b>Research Methods and Agricultural Statistics</b> <ul style="list-style-type: none"> <li>• Biostatistics</li> <li>• Quantitative Analysis</li> <li>• Qualitative Analysis</li> <li>• Social Research Methods</li> </ul>	<b>Food Sciences</b> <ul style="list-style-type: none"> <li>• Nutrition</li> <li>• Food Security</li> <li>• Food Microbiology</li> <li>• Meat Science</li> </ul>

<ul style="list-style-type: none"> <li>• Population Dynamics and Environment</li> <li>• Sociology of Agriculture</li> <li>• Agricultural Resource Sociology</li> <li>• Technology Use and Environment</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>• Others</li> </ul>	<p>and Technology</p> <ul style="list-style-type: none"> <li>• Food Engineering</li> <li>• Others</li> </ul>
<p><b>Animals Science</b></p> <ul style="list-style-type: none"> <li>• Animal Nutrition</li> <li>• Animal Breeding</li> <li>• Animal Husbandry</li> <li>• Fishery/Aquaculture</li> <li>• Dairy Science</li> <li>• Forage and Pasture</li> <li>• Veterinary Sciences</li> <li>• Others</li> </ul>	<p><b>Plant Protection</b></p> <ul style="list-style-type: none"> <li>• Entomology</li> <li>• Plant Pathology</li> <li>• Insect Pathology</li> <li>• Insect Biology</li> <li>• Integrated Pest Management</li> <li>• Pesticide Technology</li> <li>• Nematology</li> <li>• Urban and Industrial Entomology</li> <li>• Systematic Entomology</li> <li>• Vector Biology</li> <li>• Others</li> </ul>	<p><b>Horticulture</b></p> <ul style="list-style-type: none"> <li>• Olericulture</li> <li>• Floriculture</li> <li>• Pomology</li> <li>• Post-harvest technology</li> <li>• Landscape Architecture</li> <li>• Turf grass</li> <li>• Others</li> </ul>
<p><b>Sustainable Agricultural Development</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Agronomy and Soil Science</b></p> <ul style="list-style-type: none"> <li>• Agronomy</li> <li>• Crop/plant physiology</li> <li>• Soil Science</li> <li>• Plant Science</li> <li>• Weed Science</li> <li>• Rangeland Management</li> <li>• Plant Nutrition</li> <li>• Organic Agriculture</li> <li>• Biofuel Production</li> <li>• Others</li> </ul>	<p><b>Agricultural Science and Technology Studies</b></p> <ul style="list-style-type: none"> <li>• Biotechnology</li> <li>• Agricultural Engineering</li> <li>• Plant Breeding and Genetics</li> <li>• Genetic Engineering</li> <li>• Others</li> </ul>

## Article IV: Goal and Objectives

- I. **Goal.** The goal of this organization is to improve the quality of lives of human race by reducing hunger, malnutrition, and poverty.
  
- II. **Objectives.** The main purposes of the organization shall include but not limited to:
  1. Promote the improvement, advancement, and progress of agriculture and allied disciplines through state-of-the-art cutting edge scientific **research** on problems faced by farmers for sustainable livelihoods solutions.

2. Help generate empirical evidence through scientific and action-oriented research to help formulate informed **policy** decisions and implement development initiatives in agriculture and allied fields.
3. **Capacity building** of farmers and farming communities, stakeholders and agricultural professionals through effective teaching and need-based trainings such as income generation, community development, food security poverty alleviation, and so on.
4. Foster intellectual **discourse** among scientists, policy makers, academia, and stakeholders in issues related to agriculture and allied fields to stimulate discussions on environment friendly research in agriculture to identify and implement sustainable initiatives.
5. **Disseminate** the results through various outlets such as publication in high standard scientific journals, research and policy briefs, websites and other appropriate scientific outlets.
6. Organize seminar, workshop, conferences, and training programs to share and exchange knowledge and ideas for professional development.
7. Participate in competitive grants locally, nationally, and internationally to conduct research, disseminate sound and environment friendly agricultural practices, improve pedagogy for overall socio-economic improvement.
8. Raise/generate funds to conduct research, and capacity building trainings, establish scholarships, and provide financial support to build and strengthen individual and institutional **capacity of collaborating organizations**.
9. **Collaborate** with other organizations' in research, training, dissemination and efforts to provide relief measures to affected people in times of need.
10. Engage in **charitable** activities.

## Article V: Organizational Structure

### i) Executive Committee

Eleven members Executive Committee (EC) shall be formed through the NAPA Annual General Meeting (AGM). The EC shall comprise of (Table 2):

Table 2: Executive Committee positions.

SN	Position	Number
1	President	1
2.	Vice-President (VP)	1
3.	General Secretary (GS)	1
4.	Joint Secretary (JS)	1
5.	Treasurer	1
6.	Executive members (EM)	6
	Total	11

All eleven members of the EC shall be called '**Officers.**'

ii) **Terms**

There shall be a two-year term for the EC. President shall serve only two terms. However, **Officers** other than the President may serve up to five terms.

iii) **Power of the EC**

All property, business, and affairs of the organization shall be managed and controlled by the EC and approved by the AGM.

iv) **Vacancies**

- If an EC position with an unexpired term becomes vacant, the EC may select a successor who shall hold the position to serve the committee for the remaining period. This Officer will be eligible for election at the next AGM and if elected, shall begin a two-year term.
- If the President is unable to fulfill the duties of his/her office, the Vice-President will act as a President for the completion of that term of office and shall continue as a President for the succeeding two-year term, if elected.

v) **Removal**

- All **Officers** are expected to actively participate in the regular business activities of the organization.
- Failure to attend three consecutive EC meetings without reasonable explanation may be considered a cause for removal from the EC.
- An Officer may be removed from the office as follows:
  - In case of removal/termination subject to any misconduct/misbehavior by an Officer, the Officer in question shall be removed by a two-third majority of the EC. This decision shall be issued in writing to the accused. All EC members and NAPA general members shall be informed of this decision in writing.
  - In case of resignation tendered by an Officer, the President shall accept/approve or reject/disapprove the request. This decision shall be notified to the applicant, EC members and NAPA members in writing.
- Reasons for removal must be presented to the accused party in writing, and the accused party must be given an opportunity for self-defense in person or in writing prior to any such EC action.

vi) **Salaries and Compensation**

EC Officers shall not receive salary or any financial compensation for services provided to the organization.

vii) **Monetary Powers**

- The EC shall designate a bank in which the money of the organization shall be deposited.

- The Treasurer shall maintain and update incomes and daily expenses of the organization and present to the regular EC meetings and the AGM.
- Two of the three Officers: Treasurer and President or General Secretary will regulate the bank account.
- The President shall have the authority to spend up to five hundred dollars (\$500.00) for the good cause of the organization and submit to the upcoming EC meeting for the approval.

## **Article VI: Functions of Executive Committee/Officers**

### **i) President**

- The President shall be the Chief Executive Officer (CEO) of the organization and shall preside over all EC meetings.
- Shall see that all directives or resolutions of the EC are acted upon.
- Shall direct the affairs of the organization and shall have the general powers of supervision and management usually vested in the office of the President of a non-profit corporation under the Membership Corporation Law of the State of Louisiana (LA).
- Shall be an automatic member of all committees and shall oversee all administrative functions performed on behalf of the organization.

### **ii) Vice-President (VP)**

- Vice-President shall serve as needed for advice and support for the President.
- Shall assist the President and chair the meetings in the absence of the President.
- Shall work to promote NAPA programs and policies in the absence of the President.

### **iii) General Secretary (GS)**

- The General Secretary (GS) shall announce and attend all meetings as deemed necessary by the EC.
- Shall keep minutes of meetings.
- Shall forward the electronic copy of each meeting minutes to the Officers, various committees, and the AGM members as necessary.
- Shall maintain all kinds of records and assist the President/Vice-President to carry out daily functions of the organization and coordinate with the general members, EC, and other organizations and individuals as deemed necessary by the EC.

### **iv) Joint Secretary (JS)**

- Joint Secretary (JS) shall serve as needed for advice and support for the General Secretary.
- Shall assist the General Secretary to carry out daily functions of the EC and act as a liaison for the GS and implement and monitor the activities in the absence of GS.
- Shall perform the duties of GS in her/his absence.



## v) Treasurer

- The Treasurer shall oversee all financial activities in accordance with the guidelines and directives set forth by the organization and EC.
- Shall regularly update the financial status of the organization to the EC meetings.
- Shall maintain the membership database.
- Shall prepare and present to the EC, a summary of the organization's financial status, including estimates of expenditures and revenues for the succeeding fiscal year.
- Shall complete tax returns filings and required activities related to accounting for the organization.
- Shall also perform all duties that are the incident to the Office of Treasurer of a non-profit corporation under the Membership Corporation Law of the State of LA.

## vi) Executive Members (EM)

- Executive members (EM) shall help execute the programs of the organization in coordination with the Officers.
- Shall conduct additional assignment(s) as per the decision of the EC.

## Article VII: Membership

### i) Eligibility

- Anyone who has at least an undergraduate or bachelor's degree or equivalent degree in agricultural and/or allied areas (as mentioned in Table 1) shall be eligible for membership.
- NAPA, however, welcomes and encourages the participation of individuals, in its endeavors, from any region or country.

### ii) Types and Fees

The membership of the organization shall be divided into six categories with the following fee structures (Table 2).

Table 3: Type of membership

Type	Description	Fee
1. Regular or General	Individuals who hold at least an undergraduate degree in agriculture or allied areas <sup>2</sup> shall meet the requirements of this member category.	\$50.00 per two year (Executive Committee cycle)
2. Student	Current students of agricultural and allied areas of studies who are at good standing student's status shall meet the requirement of this member category.	\$25.00 per two year (Executive Committee cycle)
3. Life	Individuals having met regular/general member's category and pays defined dues at a time shall meet the requirement of this	\$500.00 One time

<sup>2</sup> See explanation of allied fields under article III.

	category ,	
4. Family	Spouse of member of any of the five categories (regular/general, student, life, honorary, and associate), who doesn't hold undergraduate degree in the defined area are eligible to this member category. However, a family member shall not have a voting right. But, EC may assign any duty for NAPA's overall development.	\$15.00 per two year (Executive Committee cycle)
5. Honorary	Individuals having outstanding achievement in academic and professional career and contribution to the field of agriculture and allied areas <sup>3</sup> around the globe may qualify for this member category.	No fee for honorary member. But they may contribute any amount as per their interest.
6. Associate	Interested individuals who do not qualify for 1-5 membership types. However, the member shall neither have a voting right nor be the candidate of the EC. However, they can be Associate Life member.	\$50.00 per two year (Executive Committee cycle) (\$500 for Associate Life member)

### iii) **Membership Issuance and Distribution**

- Interested eligible individuals may apply for membership (please see Appendix 1) by filling out an application form (hard copy/online).
- The application shall be reviewed by the EC.
- Upon approval by EC, a certificate of membership shall be issued to the applicant as per the applied membership category.
- The certificate shall include the signatures of the President and General Secretary. In addition, members shall be recognized at the AGM/conference/convention.

### iv) **Resignation of the Membership**

- Any member of the organization may resign from good standing membership status by submitting a written request to the EC.
- Such resignation will become effective upon the decision of the EC.

### v) **Removal/Termination from Membership**

- Members of all categories including joint/non-voting are expected to stand with a high degree of moral character and organizational ethics.
- Activities performed by a member beyond the level of ethical consideration may force the EC to expel the member in question from the organization.
- However, the member may request a hearing of the EC to discuss the reasons of removal.
- The accused member must be given an opportunity for self-defense in person or in writing prior to any such action that would result in removal.

---

<sup>3</sup> As per the discretion of the EC.

#### **vi) Renewal of the Membership**

- Dues shall be levied on regular/general, student, associate and joint/non-voting members on annual basis and shall be payable before the membership expires.
- All members who have paid their annual dues shall be considered to be members in good standing.
- All rights and privileges of membership in the organization may be terminated for any member who has failed to pay dues or renew membership on time.

### **Article VIII: Advisory Council (AC)**

The EC may appoint an Advisory Council as deemed necessary for a term of two years.

### **Article IX: Meeting of the EC**

#### **i) Regular Meeting**

- The EC shall hold at least one bi-monthly meeting, generally via conference call.
- Each EC member shall be provided written notification at least seven business days prior to the meeting.

#### **ii) Special Meeting**

- If necessary, the President of the organization may call special meeting of the EC at any time.
- Each member shall receive written, email or phone call notification of the date, time, place, and agenda of the special meeting at least three business days prior to the meeting.

#### **iii) Voting and Quorum**

- A majority (51%) of the Officers of the EC must participate in a meeting to constitute a quorum.
- At any meeting at which a quorum exists, all voting shall be by a majority vote of the present members unless otherwise stipulated by the by-laws.
- In the event of a tie vote, the President shall have the power to determine the outcome.
- Voting by EC members participating in a meeting via teleconference or video conference will be permitted.
- A quorum of the EC meeting shall be considered to be six of the eleven members of the EC for the purpose of conducting the organization's regular business.

### **Article X: Annual General Meeting (AGM)**

- AGM comprises of all members of the organization: Executive Committee, Advisory Council, Various Committees, and all NAPA members, eligible to vote.
- This meeting shall be held at specified date, time, and place to be designated by the EC.
- The AGM shall meet once every year and is called by the EC.
- The AGM approves programs, annual budget, additional matters put-forth by the EC, and amendment of the By-laws proposed by the EC.

- The first AGM shall be considered as an annual planning, and review meeting that might be conducted in the form of a conference call or webinar. However, the second AGM shall hold a conference and form a new EC.
- Written notification of the date, time, and location of the meeting shall be sent to all entities as mentioned in the preceding paragraph (s) at least two months prior to the meeting.
- A majority vote (51%) of the members who are present at the AGM shall be required to pass a motion presented for a vote.

## **Article XI: Committees**

- The President of the EC shall appoint ad hoc committees as necessary to carry out any specific functions for the organization.
- Any good standing member or a current Officer of the EC shall chair each committee.
- Each committee shall be charged with such duties as dictated by the By-laws and/or policies of the organization or as determined by the EC.

## **Article XII: Election Commission**

The EC will form an Election Commission of three persons to carry out a fair election of the EC in a democratic procedure. The President will initiate formation of election commission and seek consent and advice of the EC.

- The election commission shall include three members (Chair and two commissioners) and is responsible for the overall election process.
- Nominations for any positions shall be made in writing to the election commission.
- Officers of the EC shall be elected by confidential ballots during the second AGM via online and/or in person ballot.
- Any good standing member may file nomination for any EC position other than President. Candidate for the President's position shall have served at least one term in in the EC
- The EC shall notify all members for renewal and registration at least three month in advance.
- Eligible members should be in good standing to vote.

## **Article XIII: Fiscal Year**

- The fiscal year of the organization shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

## **Article XIV: Amendments**

- The EC shall propose the AGM for consideration for the amendments to the By-laws in writing.
- The proposed amendment(s) shall also be presented to all the members at least fifteen (15) business days prior to the date of the AGM.

- Decision of adoption/rejection of the proposed amendments shall be made by the majority vote (51%) of the members present at the AGM.
- A revised amendment shall become effective following the AGM.

### **Article XV: Conflicts of Interests**

- Any member of the EC, who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the EC, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the EC to voluntarily excuse himself/herself and will vacate his/her seat and refrain from discussion and voting on said item.

### **Article XVI: Liquidation or Dissolution**

- In the event of liquidation or dissolution of the organization, no liquidating dividends or dividends in distribution of property owned by the organization shall be declared or paid to Officers, or members of the organization or any private individual.
- Such property shall be transferred to any charitable, scientific or educational organizations, as specified by the government of the state of LA.

### **Article XVII: Impeachment Provision**

- Any member of the EC may be impeached by two third majority of the EC and it shall be approved by the AGM.

### **Article XVIII: Adoption of By-laws**

- These By-laws were approved by the Executive Committee meeting held on **mm/dd/yyyy** and be presented to the upcoming AGM. It shall be signed by the By-laws Committee.

# APPENDIX

## Appendix 1: Membership Application



Association of Nepalese Agricultural Professionals of Americas  
(NAPA 2016)

Place  
photo  
here

### [Membership Application]

NAPA Working Committee,  
Please accept my application for NAPA membership.

#### MEMBERSHIP TYPE (Please check one):

General/Regular	Student	Family	Life	Associate
-----------------	---------	--------	------	-----------

#### NAME:

\_\_\_\_\_  
*Last*                                      *First*                                      *Middle (initial)*

SEX:  F     M     Other

#### EDUCATION (highest degree earned):

*Degree* \_\_\_\_\_ *Year Granted* \_\_\_\_\_  
*Specialization* \_\_\_\_\_  
*Institution/Country* \_\_\_\_\_  
*Areas of interest* \_\_\_\_\_

#### CURRENT EMPLOYMENT:

\_\_\_\_\_  
*Department/Organization*  
*/Institution*  
*Address:* \_\_\_\_\_  
*City* \_\_\_\_\_  
*State/Province/Country* \_\_\_\_\_  
*Zip* \_\_\_\_\_

#### CONTACT ADDRESS:

\_\_\_\_\_  
*Address:* \_\_\_\_\_ *Address line 2:* \_\_\_\_\_ *City:* \_\_\_\_\_  
*State/Province:* \_\_\_\_\_ *Zip:* \_\_\_\_\_ *Country:* \_\_\_\_\_  
*E-mail 1* \_\_\_\_\_  
*E-mail 2* \_\_\_\_\_  
*Cell phone* \_\_\_\_\_

#### MEMBERSHIP FEE

- General/Regular: US\$ 50.00 (annual)
- Student member: US\$ 25.00 (annual)
- Life member: US\$ 500.00 (one time)
- Joint/family member: US\$ 15.00 (annual)
- Associate member: US\$ 50.00 (annual)

Please make check payable in U.S. currency drawn on a U.S. Bank. Send check to NAPA, C/O Ambika Tirwari, NAPA Treasurer, 203 Calhoun Drive, Madison, MS 39110. Write "for NAPA membership." DO NOT SEND CASH.

Signature \_\_\_\_\_                      xx/xx/xxxx  
Date (mm/dd/yyyy)

Thank you!

## Appendix 2: Logo<sup>4</sup>

The organizational logo is circular and consists of: name of the organization (**Association of Nepalese Agricultural Professionals of Americas**) at the top (half circle), a map of **Americas** (includes North, Central and South America) reflecting the geographic coverage of membership in this organization, below the map of America is a sketch of Nepal's geographic profile (the Mountains, the Hills and the Terai) reflecting the **professionals of Nepal**, tassel of rice paddy (dhan ko bala) at the bottom of the inner circle representing agriculture and a banner at the out circle includes the short name **NAPA** and the year of registration **2016**.



## Appendix 3: Certificate of Membership

Yet to be developed

## Appendix 4: Allegiance

We faithfully serve this professional organization by following its by-laws with full morale and ethical character.

---

<sup>4</sup> Mr. Ashish Bhandari, Ann Arbor, Michigan, an Architect Graduate from the University of Michigan volunteered to design the logo.