ARTICLES OF INCORPORATION
INTERNATIONAL NEPALI LITERARY SOCIETY (INLS)

BYLAW

SEVENTHAMENDMENT

FINAL AND APPROVED

APPROVED AND ADOPTED BY

THE BOARD OF TRUSTEES AND THE CENTRAL EXECUTIVE COMMITTEE
ON

August 14, 2021

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PREAMBLE

This organization was formally registered in 1993 in the District of Columbia (Washington, DC) as a not for profit organization and later secured a 501C (3) status with the Internal Revenue Services, United States. The organization is also known as INLS. The vision and mission of INLS is to preserve and promote Nepali Identity by uniting people of Nepali origin around the world through continuous encouragement for promotion of Nepali languages through writing, reading, publishing, distributing, and translating Nepali literature, culture and arts.

ARTICLE 1

NAME

The name of the corporation is INTERNATIONAL NEPALI LITERARY SOCIETY (INLS). The business and affairs of the Corporation shall be managed and operated by the Board of Trustees and the Central Executive Committee (CEC). The head quarter of the organization will be in the USA.

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1.1 ORGANIZATION'S SEAL AND LOGO

The seal and logo of INLS will be as specified in Exhibit1. The President/General Secretary of the Central Executive Committee shall maintain the logo of the organization. The seal and logo cannot be modified without bylaws amendment or without Board of Trustees approval upon the recommendation of the Central Executive Committee. No chapters can use any other logo representing International Nepali Literary Society (INLS).

1.2 LANGUAGE

The original bylaws and all its amendments will be maintained in English language to submit to the Department of Consumer and Regulatory Affairs in the Washington, District of Columbia. Translated copies of this bylaws can be maintained in Nepali.

ARTICLE 2

DEFINITION

Unless and otherwise the subjects and contexts have different meanings:

1. "Bylaws of Organization" means the Bylaws of International Nepali Literary Society. Its amendment number will identify each bylaw.
2. "Organization" means International Nepali Literary Society (INLS).
3. "Officials" means all the elected and nominated bodies in Central Executive Committee and Board of Trustees.
4. "Member" means any person acquiring any form of membership of the organization.
5. "Central Executive Committee" means a Central Executive Committee (CEC) formed there by with elected and nominated members of the Organization.
6. "Trustee" means duly paid trustees per bylaws of the organization.
7. "Board of Trustee" means duly elected Board of Trustee (BOT) of the organization.
8. "Meeting," means joint and separate meetings of the organization.
9. "Election Committee" means Election Committee formed in accordance with the Bylaws of the organization.
10. "INLS Headquarter" means INLS Board of Trustees and INLS Central Executive Committee.
11. "Award Committee" means Award Committee formed in accordance with the Bylaws of the organization.
12. "Advisory Committee" means Advisory Committee formed in accordance with the bylaws of the rganization.
13. "Chapter means branch of INLS formed in accordance with the Bylaws of the organization adopting the local law in different countries around the world.
14. "General Assembly" means Annual General Assembly and Special General Meetings.
15. "Prescribed or as prescribed" means prescribed or as prescribed by rules and procedures framed under this Bylaws of the Organization.

ARTICLE 3

DURATION

The period of duration is PERPETUAL.

ARTICLE 4

VISION AND MISSION

The vision of INLS is to preserve and promote Nepali Identity by uniting the people of Nepali origin around the world.

The mission of INLS is to build a strong and leading global literary organization of all people who are interested in Nepali languages, literature, culture and art to keep Nepali identity alive and vibrant around the world for many generations through continuous encouragement for promotion of Nepali languages and literature by writing, reading, publishing, distributing and translating Nepali literature, culture, art, music and dance.

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ARTICLE 5

OBJECTIVES

The objectives of the International Nepali Literary Society are:

1. To preserve and promote Nepali language, literature, art, and culture globally in Nepali community.
2. To write, publish and distribute Nepali literary work.
3. To conduct seminars and conferences on Nepali languages, literature, art, and culture.
4. To encourage and recognize significant contributions by Nepali writers, educators, and artists.
5. To promote translation of Nepali literature in other languages to help acclaim global recognition.
6. To develop programs to promote Nepali language, literature, art, and culture among children of Nepali origin in Nepali communities around the world.
7. To initiate and develop literary and cultural networking.
8. To support the development of other Nepali ethnic languages, literature, and culture.
9. To initiate and develop print, audio, video, and other media to promote Nepali language, literature, art, and culture.
10. INLS shall celebrate minimum 2 flagship programs each year.

ARTICLE 6

MEMBERSHIP

International Nepali Literary Society shall have different categories of membership. Membership will be open to anyone who believes in the vision, mission, and objectives of the organization regardless of nationality or any gender, race or any religion or belief. All memberships are non-transferable. A member can withdraw his/her membership from INLS, but the entire membership fee is non-refundable. General Secretary and Treasurer will actively maintain members name, address, email address, membership duration, and membership type. Updated membership list must be submitted in quarterly meetings. The membership fee cannot be changed or modified by anyone without bylaws amendment. The membership will be classified into five categories:

6.1 GENERAL MEMBER

1. The general membership is open to anyone who believes in INLS's mission.
2. An individual may apply its membership through online or any other remote means by using Universal Resource Locater (URL) or any other technology directly with Chapter.
3. All active members must pay membership fee US $20.00 in the US or equivalent amount in local currency to INLS chapter.
4. All general members shall be associated with a local chapter. In the absence of local chapter, a member can choose the chapter closer to his/her geographical location.

5. All general membership must be renewed each year. An individual will be considered a member for the duration of 12 months from the date of membership due payment.
6. All chapters must publish a list of their members and report to the CEC in their quarterly meetings.
7. Individual members shall have right to vote in local Chapter per bylaws.
8. An individual shall not be a member of more than one chapter for the same calendar year.
9. General member can't be the candidate for local chapter/CEC or vote for the CEC unless a general member pays the life membership fee as article 6.2 (3) of this bylaws.

RESPONSIBILITIES AND PRIVILEGES OF GENERAL MEMBER

1. To vote for the Executive Committee of the local chapters.
2. To attend the annual assembly meeting of the chapters.
3. To actively participate in promoting vision and mission of the organization.

6.2 LIFE MEMBER

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1. The life membership is open to anyone who believes in INLS's mission.
2. An individual may apply for INLS life membership filling out the online form or any other remote means by using Universal Resource Locater (URL) or any other technology directly with the chapter or CEC.
3. All active life members must pay membership fee US $150.00in the US directly in CEC or equivalent amount in local currency to INLS chapter.
4. All life members shall identify by default with a local chapter.
5. A life membership will be considered for a lifetime of a member and is not transferable in any circumstances.
6. Chapters can initiate to make life members in their locations.
7. 50% (equivalent to US $75.00) of all life membership made by chapters shall be sent to INLS Headquarters by the end of each quarter and deposited in INLS CEC bank account.
8. Life members shall have right to be candidate of a position of the local Chapter or CEC per bylaws and contest such election.
9. In case of the membership fee paid directly to the CEC, CEC shall send the 50% of the fees to the related chapter where the new member is associated with.
10. A Life member can relocate his/her default chapter in case of his/her physical change of address with no additional fees. New chapter shall update the information of such life member and inform the CEC within 30 days.

RESPONSIBILITIES AND PRIVILEGES OF LIFE MEMBER

1. To vote for Executive Committee of the local chapters.
2. To vote for Central Executive Committee.
3. To file candidacy in the election of Central Executive Committee and/or to be nominated in the Central Executive Committee and Executive Committee of local chapters.
4. To attend the annual general assembly meeting of chapters and headquarters.
5. To actively participate in promoting organizations vision and mission.
6. To receive the INLS electronic newsletters for free.

6.3 INSTITUTIONAL MEMBER

Any organization could be associated with INLS and may acquire an Institutional Life membership by paying fee of US $1000.00. Entire Institutional Life membership fee must be sent to INLS Headquarter by end of each quarter and deposited in INLS CEC bank account. Each member organization will nominate one representative. They will reserve right for one vote only.

RESPONSIBILITIES AND PRIVILEGES OF INSTITUTIONAL MEMBER

1. To vote for Central Executive Committee.
2. To attend the annual assembly meeting of related chapter and Central Executive Committee.
3. To actively participate in promoting vision and mission of the organization.
4. To receive the INLS electronic Newsletters for free.

6.4 HONORARY MEMBER

INLS Board of Trustees can issue an honorary membership to an individual with distinguished contribution to Nepali Language and Literature on the recommendation of Central Executive Committee. There will be no membership fee for Honorary Membership. Honorary members may act as an adviser but will have no voting rights. Honorary membership can also be issued to the persons who has contributed to promote any other languages, literatures, and the cultures around the world.

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6.5 TRUSTEES

1. The trustee membership is open to anyone who believes in INLS's vision and mission.
2. A trustee must pay membership fee US$2000.00.A trustee member becomes the life member by default. If the trustee candidate is already life member, life membership fees will be credited towards trustee membership fee.
3. An individual may apply its membership through online or any other remote means by using Universal Resource Locater (URL) or any other technology.
4. A trustee will be considered for a lifetime member and is not transferable in any circumstances.
5. A trustee will be considered active once his/her membership fee is deposited in INLS trustees bank account.
6. Trustees will elect Board of Trustees.
7. Trustee members shall have right to be candidate of a position of CEC/BOT per bylaws and contest such election.
8. Trustee will become a life member of a default chapter.

RESPONSIBILITIES AND PRIVILEGES OF BOT MEMBERS

1. To vote for Central Executive Committee, BOT, and local chapter.
2. To file candidacy in the election of the BOT/CEC and/or to be nominated in the Board of Trustees.
3. To actively participate in promoting the vision and mission of the organization.
4. To receive the electronic copy of INLS newsletter regularly for free.
5. Trustees shall provide every effort to participate the programs organized by BOT, CEC, regional level, or local chapters in their default region.

6.6 PATRON MEMBERSHIP

A person who pays $25,000 and committed to promote and extend the vision and mission of INLS will become a patron member. A patron member is a BOT member by default. A patron member has voting right in CEC or BOT and can be a candidate in CEC or BOT election as directed by bylaws.

6.7 SUSPENSION/CANCELLATION/REVOCATION OF MEMBERSHIP

INLS membership shall be suspended/cancelled/revoked in the following conditions:

1. A member who was accused with sufficient proofs shown against the vision, mission and objectives of INLS found by the Disciplinary committee and recommended to CEC/BOT to suspend/cancel/revoke his/her name from the INLS record.
2. A member who requested to cancel his/her membership from the INLS record in written form.

3. A member who publicly expresses his/her views against INLS, CEC and BOT shall ask such member for his/her clarification in written. If the member could not give the sufficient clarification or didn't response within the deadline, CEC/BOT shall suspend/cancel his/her membership.
4. In case of suspension/cancellation/revocation of life membership, CEC reviews, negotiates and approves the request and provides a suspension/cancellation/revocation letter to the person, works with default Chapter to update records and makes public notice if needed. In the case of trustee membership, BOT reviews, negotiates, approves, updates records working with CEC. BOT provides suspension/cancellation/ revocation notice to the person and makes public notice if needed.
5. Membership shall be automatically cancelled after the death of an INLS member.
6. In case of institutional membership, if such institution acted against INLS vision, mission and objectives or dissolved or bankrupted and is not in existence shall be cancelled from the institutional membership of INLS.
7. Membership fees is not refundable to any category of membership if the membership was cancelled as (1), (2), (3) or (4)
8. If any person whose membership was cancelled upon the clause above (1) can appeal for his/her clarification or committed to correct him/her for the betterment of INLS in written form can be administered as new member under 6.1 (3), 6.2 (3), 6.4 or 6.5 (2) by the decision of CEC or BOT meeting respectively. In case of institutional and honorary membership, CEC shall decide inconsultation with BOT.
9. In case of cancellation due to (2) above, the person will be eligible to be member in future and shall be eligible to be member under 6.7 (7)

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THE CENTRAL EXECUTIVE COMMITTEE

7.1 RESPONSIBILITIES OF THE CENTRAL EXECUTIVE COMMITTEE

1. To submit program plan to the Board of Trustees for consent.
2. To deliver and implement programs approved by the BOT.
3. To conduct daily business of the organization; the elected Central Executive Committee will be authorized to perform daily activities.
4. To promote vision and mission of INLS and establish different Chapters as necessary as per approved bylaws and update the chapters' status at least once a year.
5. To establish relationship and coordination with literary or non-literary organizations.
6. To establish task force to promote vision, mission, and objectives of INLS.
7. To collaborate with other organizations to work on the common interest and promote vision, mission, and objectives of INLS.
8. To nominate Editor-in-Chief within 30 days of the forming a new Central Executive Committee.
9. To develop and follow communication plan in accordance to bylaws.
10. To comply with the regulations of the DC Government to maintain Not for Profit status.
11. To comply with the Internal Revenue Service guidelines to maintain 501(c)(3) status.
12. The CEC must create a Task Force of INLS Publication Review Committee. The Committee shall review every transcript to ensure quality writing prior to publication.
13. To supervise publish approved books by the Publication Review Committee and INLS's periodic magazine.
14. The CEC shall maintain website and INLS members' mailing list.
15. The CEC shall celebrate minimum two (2) flagship programs each year.
16. The CEC shall reserve a right to appoint up to seven advisors for advisory committee as needed.
17. The CEC shall appoint a regional representative to form and strengthen the chapters in the region in case of the absence of vice president from that region according to 6.3.

7.2 TERM OF SERVICE

Each member of the Executive Committee shall serve for a term of 2 (Two) years and until his/her successor in office is duly elected and qualified.

7.3 POSITIONS IN THE CENTRAL EXECUTIVE COMMITTEE

Any life member or a Trustee who believes in the vision, mission, and objectives of INLS, may qualify to be the member of the Central Executive Committee (CEC). There will be total 17 (SEVENTEEN) members (including two nominated members) with voting rights. The CEC will consist of the following positions:

THE BOARD OF CENTRL EXECUTIVE COMMITTEE (CEC)				
S.N.	**Title**	**Number of Positions**	**Elected/Nominated/Invited**	**Voting Rights**
1.	President	1 (ONE)	Elected	YES
2.	Senior Vice President	1 (ONE)	Elected	YES
3.	Vice President- Africa	1 (ONE)	Elected	YES
4.	Vice President-America	1 (ONE)	Elected	YES
5.	Vice President- Asia	1 (ONE)	Elected	YES
6.	Vice President-Europe	1 (ONE)	Elected	YES
7.	Vice President-Oceania	1 (ONE)	Elected	YES
8.	General Secretary	1 (ONE)	Elected	YES
9.	Secretary	1 (ONE)	Elected	YES
10.	Treasurer	1 (ONE)	Elected	YES
11.	Executive Members	5 (FIVE)	Elected	YES
12.	Executive Member	1 (ONE)	Nominated	YES
13.	Executive Member (Female)	1 (ONE)	Nominated	YES
14.	Chairman- BOT	1 (ONE)	Officio-member	NO

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Note:

a. To fulfill the members by nomination process after the elected body shall have the meeting, such CEC members being nominated must be INLS life members and must cross the one of time of their membership.

b. The Central Executive Committee reserves rights to invite Editor-in-Chief of 'INSIGHT' magazine and other Advisors as needed in their executive committee meeting as observer/participant only, such invited personnel and BOT chairman will not have voting rights in the central executive committee meeting.

c. The Central Executive Committee shall create different task force committees and sub-committees as necessary with the consultation of BOT to deliver their programs as needed.

7.4 DUTIES OF INLS' ELECTED OFFICERS

Duties, rights and responsibilities of the central executive committee officers:

1. President

1. The President shall lead his/her team with highest standards.
2. The President shall cast a decisive vote to break ties in the Central Executive Committee Meeting.
3. The President shall ensure submit his/her vision and plan every year to the Board of Trustees within first 30 days of his/her term for consent and execute all programs with his/her team.
4. The President shall attend Board of Trustees Meetings and submit a quarterly report on the progress of the organization and seek constant guidance as needed.
5. The President shall reach out and build partnership with other organizations on common objectives in full confidence with the Board of Trustees.
6. The President shall preside all monthly/quarterly/annual and special meetings of the Central Executive Committee.
7. The President shall form task forces and sub-committees with the approval of Central Executive Committee with Terms of Reference (TOR) within 3 (three) months after the formation of new CEC.
8. The President shall appoint advisors with the approval of Central Executive Committee.
9. The President is responsible and shall work with General Secretary and Treasurer to ensure the registration of INLS is maintained per laws of the Washington DC.
10. The President shall work closely with treasurer to maintain financial transparency.
11. The President shall work closely with treasurer in guidance of the Board of Trustees to publish annual financial report of the previous financial year by the end of the second quarter each year.
12. The President shall hire administrative staff and other professional services as needed and approved by the Central Executive Committee.
13. The President could be a co-signer in a check. President reserves rights to issue a check or spend for up to $500.00 in case of emergency.
14. The position of President, if vacant, Senior Vice President will be appointed to fill the position immediately.
15. The President shall work with Treasurer to publish membership list annually

2. Senior Vice President

1. The Senior Vice President shall act as President in the event of the President's death, resignation, removal, or temporary absence and shall have all the powers and duties of the President.
2. The Senior Vice President shall closely work with the President, assist, facilitate and over see the growth of memberships, fund raising, adding new members, and other tasks as assigned by the president.
3. The Senior Vice President must attend at least one annual event and two quarterly meeting a year.
4. Senior Vice President shall facilitate the vice presidents to strengthen literary activities, form the new chapters and manage/update the existing chapters.
5. Senior Vice President shall provide guidelines, oversea the vice presidents to organize at least one regional level conference/program within his/her tenure.
6. Senior Vice President shall provide guidance and facilitate the chapters in the absence of vice president due to the qualification to be vice president as per this bylaw.

3. Vice President

1. The Vice President shall closely work with the Senior Vice President, assist, facilitate and oversee the growth of memberships, fund raising, adding new members, and other tasks as assigned by the Senior Vice-President in his/her region.
2. The Vice President shall work with local chapters in his/her region and develop programs to promote mission, vision, and objectives of INLS. Vice President shall form the regional coordination committee consisting of the chapter presidents in the region under his/her coordination.
3. The Vice President must attend at least one annual event and two quarterly meeting in a year.

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4. The Vice President must submit a written report to the General Secretary in case of absence from the meeting of the Central Executive Committee.
5. The Vice President shall organize at least one regional level literary conference under his/her coordination.

4. General Secretary

1. The General Secretary shall record all the proceedings of the meetings of the CEC. The General Secretary shall distribute minutes of the meetings to the appropriate members within two weeks after the date of the meeting.
2. The General Secretary shall be responsible for maintaining and securely archiving all official records of the organization.
3. The General Secretary shall work closely with President in providing administrative support to the organization. He/she shall prepare/present the official documents and records as needed.
4. The General Secretary shall work closely with President, Treasurer and Chapter Presidents to maintain and publish membership list.
5. The General Secretary shall work in the guidance of President to ensure INLS functions with compliance.
6. The General Secretary shall work as the spokesperson of the organization in close guidance from the President.

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5. Secretary

1. The Secretary shall act as General Secretary in the event of the General Secretary's death, resignation, removal, or temporary absence and shall have all the powers and duties of the General Secretary.
2. The secretary shall work closely with General Secretary to conduct a meeting and record all the proceedings.
3. The Secretary shall work as a spokesperson of the organization in the absence of General Secretary as directed by thePresident.
4. The Secretary shall work to maintain the INLS website coordinating with IT team, social media for timely update of the INLS activities.
5. The Secretary shall assist General Secretary to update the membership list taking the help from Treasurer and prepare the life membership certificate to sign it by the General Secretary and the President for issuing it to the new life member.

6. Treasurer

1. The Treasurer shall be the custodian of all funds of theorganization.
2. The Treasurer shall maintain bank accounts, receipts and disbursement of funds and shall give complete financial reports to the Central Executive Committee during the quarterly meeting.
3. The Treasurer shall prepare a financial report sufficiently detailed for the preparation of any annual reports or tax returns required by the Internal Revenue Service. He/she shall fulfill all regulatory requirements such as filing IRS tax returns etc. on a timely manner.
4. The Treasurer shall work closely with President, General Secretary, Secretary and Chapter Presidents to maintain and publish membership List. The membership list shall be published annually.
5. The Treasurer shall verify the new membership list checking the membership fee deposited in the bank account and recommend the secretary to issue the membership certificate of the new life members.
6. The Treasurer shall be a co-signer of all the bank transaction. Treasurer reserves rights to issue a check or spend for up to $500.00 in case of emergency.

7. Executive Members

1. He/she shall attend the annual/quarterly or special meetings.
2. He/she shall work on task force and/or special projects as assigned by the Central Executive Committee.

3. He/she shall update the current issue regarding the INLS vision, mission and objectives in the CEC meeting.
4. He/she shall work closely with the default region as a guidance body assisting the Vice President for the betterment of the region or the task assigned by CEC.

7.5 PLACE OF MEETING

Meetings of the Central Executive Committee may be held in person or virtually using communication technology as specified in the notice announcements.

7.6 CALENDAR YEAR

The Calendar year will begin January 1st and ends on 31st of December each year.

7.7 THE CENTRAL EXECUTIVE COMMITTEE MEETING

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1. The Central Executive Committee meeting shall be held monthly. The General Secretary shall send the notice to the executives about the meeting date, place, and time minimum seven days ago.
2. The Central Executive Committee shall have the power to fix by resolution the place, date, and hour of other regular meetings of the CEC.
3. The CEC must approve the agenda 24 hours prior to the meeting. The General Secretary must maintain all meeting minutes.
4. Majority of the CEC members should be present to maintain the quorum in Executive Committee meeting. Voting to pass a certain agenda or resolution could be accepted inwriting.
5. Any proxy vote shall not be accepted in the CEC meeting.

7.8 SPECIAL MEETINGS

If there are any kind of situation where matters need to be resolved by General Meeting and it is not practical to wait for a regular or Annual General Meeting, at that condition at least 51% percent or 9 Executive Members whichever is less can make written request to have Special Meeting. At that condition CEC Shall call Special Meeting by sending written notice to all members to the extent it is possible.

7.9 NOTICE OF MEETINGS OF EXECUTIVE COMMITTEE

Notice of a regular/special meeting of the Executive committee shall be given to each Executive member on seven days (7) notice in writing, either personally, by mail, by e-mail or by wire. If the majority of the executive committee members are presented at any regular or special meeting of the CEC, this clause shall allow to conduct the meeting without any pervious notice.

ARTICLE 8

ELECTION OF THE CENTRAL EXECUTIVE COMMITTEE

8.1 ELECTION COMMITTEE

1. The Central Executive Committee shall appoint a chief election commissioner and a Committee of either 3 or 5 members including the chief election commissioner 60 days before the election date in consultation with the Board of Trustees.
2. The Election Committee shall submit a complete schedule in written to the Central Executive Committee and request to post on INLS website for public information.
3. The Election Committee shall publish a public notice for the election with the complete election process at least 30 days prior to the date of election.
4. Election Committee shall follow the election guidelines of INLS, and it can make its additional rules to conduct the election consistence with this bylaw.
5. The Election committee shall work closely with President to get the most current members list.

6. The Election Committee shall verify and validate all the members and must publish valid members list on the website of INLS.
7. The Election Committee shall provide a list of verified eligible voters to all valid candidates at least 4 weeks prior to election.
8. No new member will be included on the voter list if he/she become member after April 30 of each election year.
9. The Election Committee shall consult with the Central Executive Committee as needed.
10. Election could be held secret ballot or via electronic media as approved and recommended by the Central Executive Committee and the Board of Trustee.
11. The Election Committee shall complete the entire election process, certify the results, and announce the names of the elected officers of Central Executive Committee no later than the 10th of July.
12. The person receiving the majority votes for a designated position shall be declared elected.
13. Any member may file a complaint against voters' list either listed name is not qualified or voters' list is missing or not listed before the Election Committee in written form. If Election Committee receives compliant about voter list, Election Committee shall make decision based on the bylaws.
14. The Election Committee shall maintain confidentiality. The Election Committee shall reserve rights to make final decision on election process and the results.
15. The chief election commissioner shall preside over the oath taking of the President. The elected President shall preside over the oath taking of the rest of his/her team in presence of chief election commissioner.
16. The election committee shall be dissolved immediately after the completion of oath taking ceremony.
17. In case of election process not conducted on time due to various reasons after the formation of election commission, CEC shall consult with BOT providing sufficient reasons to extend the election for additional two months. If the election was not conducted within the additional two months, BOT shall dissolve the CEC and form an ad-hoc CEC of 3 to 5 members to conduct the election within additional three months.

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8.2 VOTERS ELIGIBILITY

1. The current life members, representatives of institutional members and trustees shall elect the candidate of Executive Committee by majority vote in election.
2. The Election Committee reserves rights to certify the eligible voterslist ensuring each voter has the membership date prior to April 30 of that election year.
3. Each voter shall provide a unique email ID to get the voter ID and password for the election purpose.

8.3 MINIMUM ELIGIBILITY FOR THE CENTRAL EXECUTIVE COMMITTEE CANDIDACY

1. President

1. A candidate for the President must have served for at least one complete term of 2 years in the Central Executive Committee.
2. A candidate must be a Life Member or a Trustee before April 30 of the election year.
3. One shall not be running for the position of the president for more than two consecutive terms.

2. Senior Vice President

1. A candidate for the Senior Vice President must have served for at least one complete term of 2 years in the Central Executive Committee.
2. A candidate must be a Life Member or a Trustee before April 30 of the election year.
3. Same Candidate shall not be running for the position of vice president for more than two consecutive terms.

3. Vice President

1. A candidate for the Vice President to representing the region must have served for at least one complete term of 2 years in the local chapter, sub-chapter or regional committee under the chapter in certain country of the respective region as stated on INLS bylaws 2016. The local chapter must provide the written proof of the candidate as served at least one term in the chapter. No new sub-chapters or regional committees under the chapters or open regional committees in any country shall be allowed to form after the approval of INLS bylaws seventh amendment.
2. A candidate must be a Life Member or Trustee before April 30 of the election year.

4. General Secretary

1. A candidate for the General Secretary must have successfully completed one term either in the Central Executive Committee or the Chapter's Executive Committee.
2. A candidate must be a Life Member or Trustee before April 30 of the election year.

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5. Secretary

1. A candidate for the Secretary must have successfully completed one term either in the Central Executive Committee or the Chapter's Executive Committee or, sub-chapter or regional committee under the chapter in certain country of the respective region as stated on INLS bylaws 2016. No new sub-chapters or regional committees under the chapters or open regional committees in any country shall be allowed to form after the approval of INLS bylaws seventh amendment.
2. A candidate must be a Life Member or Trustee before April 30 of the election year.

6. Treasurer

1. A candidate for the Treasurer must have successfully completed one term either in the Central Executive Committee or the Chapter's Executive Committee.
2. A candidate must be a Life Member or Trustee before April 30 of the election year.
3. A candidate for the treasurer must be a legal permanent resident or a citizen of the United States of America.
4. A candidate for the treasurer should have experience of accounting and auditing procedure.

7. Executive Committee Member

1. The candidate for the executive committee member must complete at least two years of life membership or trustee membership.
2. On each of the above positions, in case of previous suspension or membership cancellation cases, such candidate must have reinstated as the life member or trustee one day prior to the date of filing of candidacy.

8. 4 FILLING THE VACANT POSITION OF THE CENTRAL EXECUTIVE COMMITTEE (CEC)

1. If position of any officials or member of the CEC is vacant due to any reason within the first year of the election, such position shall be fulfilled by special election process. In such case, the CEC will form the Election Committee. In case of no candidacy in the second election process as stated in this, the Central Executive Committee shall have rights to appoint the vacant position by its majority vote in the meeting.
2. If these positions are vacant in second year of election, the Central Executive Committee shall reserve a right to nominate person(s) for the vacant positions(s)for remaining tenure of the Committee. CEC shall be aware to make sure the eligibility of the candidate to be nominated in such position as stated in this bylaw.
3. Any elected candidate in CEC, must resign from their existing position from the chapter within 30 days of oath in office of CEC. A central executive committee official must resign from the existing post to file the candidacy in the chapter.

ARTICLE 9

BOARD OF TRUSTEES

9.1 RESPONSIBILITIES OF BOARD OF TRUSTEES

1. The Board of Trustees is an elected body of trustees who pay US $2000. Spouse shall be added as full trustee member paying additional $1000 with separate voting rights and trustee privilege.
2. The Board of Trustees shall be formed according to the article 9 (3).
3. Two vice chairs will bear the responsibility as General and award. General vice chair shall be the second in protocol after the Chair of BOT.
4. The vice chair Award shall be the coordinator of Award Management Committee for INLS Awards.
5. The Chairman of the board of Trustee should not be elected for more than one term.
6. The duration of the membership of the Board of Trustee is life term and non-transferable.
7. The Board of Trustees shall maintain a separate account to be jointly operated by the Chairman and Treasurer of the Board of Trustees. This account is also known as *'AKSHAYA KOSH'*. This fund shall be preserved for the Book Awards from it's interest in every two years. But If BOT decided to purchase INLS building, this fund can be allocated for the building purchase purpose keeping the minimum amount of $75,000.00 (Seventy Five Thousand dollars) in the account as non-transferable amount *'AKSHAYA KOSH'*.
8. The Board of Trustees shall work closely with the Central Executive Committee.
9. The Board of Trustees shall review annual plan submitted by the Central Executive Committee and ensure that the proposed program does not pose any reputational or financial risk to the organization.
10. The Board of Trustees shall formulate the long-term policies for INLS development and provide guidance to the Central Executive Committee while the Central Executive Committee implements all the programs.
11. The Board of Trustees shall protect INLS from any reputational or financial risk. It shall reserve rights to dissolve the CEC if the organizations mission, vision, and objectives are compromised.
12. The BOT shall reserve a right to appoint up to five advisory committee and sub-committees of BOT as needed.
13. The Board of Trustees shall form a grievance committee and a judicial committee.
14. The Board of Trustees shall work on increasing and expanding Trustees membership.
15. The Board of Trustees shall determine the best way to protect financial asset of the organization.
16. There shall be only one INLS award management committee and the Board of Trustees shall work closely with the Central Executive Committee to ensure transparency and fairness to avoid any reputational risk regarding the award management.
17. The Board of Trustees shall form an Audit Committee.
18. An Audit Committee must work with the Chairman of the BOTs, President of the CEC, and treasurers to ensure financial transparency, compliance and publish annual audit report.
19. BOT shall form a INLS Academy Committee collaborating with CEC under the coordination of vice chair (General).

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9.2 TERM OF SERVICE

Each member of the Board of Trustees shall serve for a term of 4 (Four) years and until his/her successor in office is duly elected and qualified.

9.3 POSITIONS IN THE BOARD OF TRUSTEES

Any trustee may qualify to be the member of the Board of Trustees. There will be total 9 (NINE) elected members with voting rights. The BOT will consist of the following positions:

S.No.	Title	Number of positions	Voting rights
1	Chairman	1 (ONE)	YES
2	Vice chair, General (Coordinator, INLS Academy)	1 (ONE)	YES
3	Vice chair (Coordinator, Award Management Committee)	1 (ONE)	YES
4	General Secretary	1 (ONE)	YES
5	Secretary	1 (ONE)	YES
6	Treasurer	1 (ONE)	YES
7	Executive Members 2 Male, 1 Female	3 (THREE)	YES
7	President- The CEC	1 (ONE)	NO

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9.4 DUTIES OF THE BOARD OF TRUSTEES

1. Chairman

1. The Chairman of the Board of Trustees shall lead the vision, mission and policies of the organization.
2. The Chairman shall lead his/her team with highest standards.
3. The Chairman shall Chair the meeting of the Board of Trustees.
4. The Chairman shall work closely with the Central Executive Committee to build relationship with other organizations.
5. The Chairman shall preside all regular and special meetings of the BOT and a combined meeting of the Board of Trustees and the CEC.
6. The Chairman shall form a legal and disciplinary committee, Bylaws Review/Amendment, INLS Audit Committee and Judiciary Committee consisting of 3 to 5 members with approval from the majority of the Board of Trustees as needed.
7. The Chairman shall work closely with treasurer to maintain financial transparency.
8. The Chairman shall be a co-signer in a check and reserves rights to issue a check or spend for up to $500.00 in case of emergency from the trustee's bank account.

2. Vice chair (General)

1. The vice chair shall act as Chairman in the event of the Chairman's death, resignation, removal, or temporary absence and shall have all the powers and duties of the Chairman.
2. The vice chair shall assist the Chairman and facilitate and oversee the specific task as assigned by the Board of Trustees.
3. vice chair (General) shall coordinate the INLS Academy Committee formed by BOT with the collaboration with CEC. Vice chair (General) shall form the INLS Academy Committee with 4 members appointed by the BOT.
4. The vice chair must attend at least one annual event and 75% of the regular meeting a year.

3. Vice chair (Coordinator, Award Management Committee)

1. The vice chair (Award) shall maintain all inventory of Award Committee documentation.
2. The vice chair (Award) shall reserve a right to coordinate and chair the award committee meeting and award distribution ceremony.
3. The vice chair (Award) shall demonstrate the highest standard to avoid any financial and reputational risk.

4. The vice chair (Award) shall deposit any award money in the Board of Trustees Bank account.
5. The vice chair (Award) shall work with the BOT and the CEC to manage and host Award Ceremony.
6. The vice chair (Award) shall lead the Award Committee for developing and maintaining Award evaluation process by appointing 3 members for book evaluation committee for the INLS best book award.
7. The vice chair (Award) shall work closely with the BOT and CEC Treasures to manage the fund for the INLS best Book Award Ceremony and other Award related expenses.
8. Vice chair (Award) shall coordinate with CEC president for the other awards related to the CEC.

4. General Secretary

1. The General Secretary shall call the regular/special meeting within the time as per bylaws.
2. The General Secretary shall record all the proceedings of the meetings of the Board of Trustees. The General Secretary shall distribute minutes of the meetings to the appropriate members within one week after the date of the meeting.
3. The General Secretary shall be responsible for maintaining and securely archiving all official records of BOT.
4. The General Secretary will work closely with Chairman in providing administrative support to the organization.
5. The General Secretary will work in the guidance of Chairman to ensure INLS functions with compliance.

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5. Secretary

1. The Secretary shall act as General Secretary in the event of the General Secretary's death, resignation, removal, or temporary absence and shall have all the powers and duties of the General Secretary.
2. The secretary shall work closely with General Secretary to conduct a meeting and record all the proceedings.
3. The Secretary shall work as a spokesperson of the organization in the absence of General Secretary as directed by the Chairman.
4. The Secretary shall work to maintain the INLS website coordinating with IT team, social media for timely update of the BOT activities.
5. The Secretary shall assist General Secretary to update the membership list taking the help from Treasurer and prepare the trustee membership certificate to sign it by the General Secretary and the Chairman for issuing it to the new Trustee.

6. Treasurer

1. The Treasurer shall be the custodian of the account of the Trustees.
2. He/she shall deposit any new trustee membership fees in the account within a week.
3. The Treasurer shall maintain trustees bank accounts, receipts and disbursement of funds and shall give complete financial reports to the Annual General meeting.
4. The Treasurer shall work with Audit Committee to ensure all receipts, invoices and income/expense reports are properly recorded to submit tax returns to the IRS and publish annual Finance Report.
5. The Treasurer shall be a co-signer of all the bank transaction. Treasurer reserves rights to issue a check or spend for up to $500.00 in case of emergency from the trustee's bank account only.

7. Executive Members

1. He/she shall attend the regular and special meetings.
2. He/she shall work on special projects/tasks as assigned by the BOT.
3. He/she shall assist BOT to increase the new trustee members.
4. Each of the above positions must attend at least 75% of the BOT meetings each year.

8. Trustees: Members at large

1. He/she shall attend the special meetings.
2. He/she shall work on special projects as assigned by the BOT.
3. Trustees shall ensure that the BOT holds high standards to follow INLS bylaws and provide feedback.

9.5 THE BOARD OF TRUSTEES MEETING

1. The Board of Trustees meeting shall be held monthly.
2. The Board of Trustees must approve the agenda 24 hours prior to the beginning of the meeting. The General Secretary must maintain all meeting minutes.
3. The General Secretary shall notice the BOT Executives at least seven days prior the meeting date in written through email or using other communication resources.
4. 51% quorum should be maintained in the first meeting. If the first meeting was postponed due to lack of sufficient quorum, the General Secretary shall call the second meeting and 33% quorum will be considered to start the meeting.
5. No Proxy voting shall be allowed in BOT meeting.

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9.6 SPECIAL MEETINGS

If there any kind of situation where matters need to resolve by The Board of Trustees Meeting and it is not practical to wait for a regular or Annual General Meeting at that condition at least 51% percent or 5 Board of Trustees Members whichever is less can make written request to have Special General Meeting. At that condition Board Shall call Special Meeting by sending written notice to all members to the extent it is possible.

9.7 ELECTION PROCESS OF BOARD OF TRUSTEE (BOT)

1. All of the Board of Trustees as mentioned in Article IX-3 shall be elected.
2. The Board of Trustees shall appoint a chief election commissioner and a committee of either 3 or 5 members including the chief election commissioner 60 days prior to the date of election. The election commission shall be formed from among the life members or the trustees based on their expertise regarding the election process.
3. The Election Committee shall publish a notice for the election and a schedule of complete election process at least 30 days prior to the date of election.
4. The Election committee shall work closely with Chairman to get the most current trustees list.
5. The Election Committee shall verify and validate all the trustees and must publish valid voters list.
6. The Election Committee shall provide a list of verified eligible members for voting.
7. The Election Committee shall consult with the Board of Trustees as needed.
8. Election could be held secret ballot or via electronic media as approved and recommended by the Board of Trustees.
9. The Election Committee shall maintain confidentiality. The Election Committee shall reserve rights to make final decision on election process and the results.
10. The Election Commission shall complete the entire election process, certify the results, and announce the names of the elected executives to the current BOT by December 15 of the election year.
11. The election committee chair shall preside over the oath taking of the Chairman. The elected Chairman shall preside over the oath taking of the rest of his/her team in presence of chief election commissioner.
12. The election committee shall be dissolved immediately after the oath taking Ceremony of BOT.
13. In case of election process not conducted on time due to various reasons after the formation of election commission, BOT shall consult with BOT Advisors providing sufficient reasons to extend the election for additional two months.

9.8 VOTERS ELIGIBILITY

The trustees will elect the Board of Trustees by majority vote in election. Trustee membership shall be verified by election committee prior to the date of election schedule.

9.9 MINIMUM ELIGIBILITY FOR THE BOT CANDIDACY

1. Chairman

1. A candidate for the Chairman must have served for at least one complete term of 4 years in the Board of Trustee.
2. One shall not be running for the position of the Chairman for more than one term.

2. Vice chair

A candidate for the vice chair who must be a paid trustee member who has completed full five years.

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3. General Secretary and Secretary

A candidate for the General Secretary and Secretary must be a paid trustee member who has completed a full two years.

4. Treasurer

1. A candidate for the treasurer must be a paid trustee member who has completed a full two years.
2. Candidate of Treasurer must be legal permanent resident or citizen of the US.

5. Coordinator-Award Management Committee

A candidate for the Coordinator-Award Management Committee must be a paid trustee member who has completed full five years.

9.10 Executive member of BOT

A candidate for BOT executive member shall be eligible after completing two years of his/her trustee membership.

9.11 Filling the Vacant Position of the Board of the Board of Trustees (BOT)

If position of any officials or members of the BOT is vacant due to any reason within the two years of the election, such position shall be fulfilled by special election process. In such case, the BOT will form the Election Committee as 9.7(2). If these positions are vacant in third year of election, the Board of Trustees will reserve a right to nominate person(s) for the vacant positions(s) for remaining tenure of the Committee.

ARTICLE 10

VOTE OF NO CONFIDENCE

1. 10 % of the life members or trustees (trustees for BOT level) may submit the written request for special meeting for the special purpose including the 'No Confidence Motion' to the local chapter Committee, Central Executive Committee or to the BOT for the respective level issues.
2. Such written request must be collected via email or submit by valid mean of the online pole.
3. 51 % of the life members must be present at the meeting and 66% must vote for the approval of Purposed motion.

ARTICLE 11

GENERAL ASSEMBLY

1. The General Assembly is the most powerful body of INLS.

2. The General Assembly Meeting shall be held at least once in a year in every Bhanu Jayanti in July.
3. The General Assembly shall include general members, Life Members, Institutional Members and Trustees.
4. The General Assembly shall have authority to rectify decisions made by the Board of Trustees and The Central Executive Committee by 1/3 (ONE THIRD) of the quorum and with majority vote.
5. The General Assembly shall reserve a right to dissolve the Central Executive Committee by 51% of the quorum and with majority vote.
6. No Proxy voting shall be allowed in General Assembly.
7. The General Assembly reserves the right to amend bylaws with 51% of the quorum and 2/3 (TWO THIRD) majority vote.
8. If the first General Assembly could not make the minimum of required quorum mentioned on 5 and 7, the second General Assembly can collect the quorum of 1/3 of the members and 2/3 majority vote.

ARTICLE 12

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CHAPTERS

1. A group of at least 10 interested individuals may submit a written request to open a new Chapter. The CEC shall provide consent within 4 weeks to open such chapter for those applications who satisfied the requirement under this bylaws.
2. The CEC shall notify such approval to the BOT.
3. All chapters must submit 10 life member fee from the Chapter to the CEC per ARTICLE 6.2 of this bylaws within 90 days of the Chapter formation request approval and will maintain provisional status until 10 life members are enlisted.
4. The chapters must form a 5 Members committee within 60 days, and it shall include Chapter's President, Senior Vice President, Vice president, General Secretary, and Treasurer. The Chapter committee shall consist 9 to 17 members.
5. A member shall only have right to vote in one Chapter.
6. The CEC reserves rights to cancel affiliation with its chapters. All such cancelations shall be notified to BOT in writing to protect INLS from any reputational and/or financial risk.
7. All Chapters must adhere to local laws.
8. All Chapters must submit a copy of their bylaws and every amendment to Central Executive Committee.
9. All Chapters shall maintain their own bank account and must adhere by local government's laws. They are encouraged to register as a Non-profit organization under the local laws in their state or nation.
10. All Chapters shall maintain high standards by maintaining financial transparency.
11. All Chapters shall organize at least 3 literary events/programs each year.
12. All chapter shall publish their own newsletter/magazine.
13. If there is any conflict between Chapter and the INLS HQ bylaws except the local laws, at that condition INLS HQ bylaws shall prevail, and the chapter bylaws shall be considered void and null.
14. All sub-chapters or regional/province committees shall be dissolved immediately after the amendment of this bylaws. No chapter shall initiate to form a new subchapters or regional/Province committees under this bylaw.
15. All Chapters shall complete their election by the end of May on each term.
16. All Chapters must write the word 'chapter' at the end of the name.
17. All Chapters shall follow the guidelines prepared by the CEC and shall adopt the local laws on the bylaws.

ARTICLE 13

Function of INLS Chapters

There shall be following functions of INLS Chapters:

1. To function as the local executive body of INLS.
2. To promote INLS Vision, Mission, Objectives, and membership.

3. To coordinate and implement INLS related activities within its Chapter.
4. To implement INLS Headquarters related policies; and
5. To provide suggestion to CEC related to its Chapter issues and related matters.
6. No existing Chapter committee member/elected official shall file the candidacy for the INLS CEC election. If the life member holds a post in chapter, he/she shall resign from the existing Chapter Committee before filing the candidacy in CEC election.

ARTICLE 14

NEPAL CHAPTER

1. There shall be only one Chapter in Nepal. Nepal Chapter shall be the model chapter as the Homeland Chapter for all the Nepali Authors living around the world.
2. All the regional committees shall be dissolved by this bylaw immediately after the amendment of this bylaws.
3. At least 1 (one) candidate shall be elected from each political region to form the new chapter committee in Nepal Chapter.
4. INLS Headquarters shall establish a INLS Contact office in Nepal under the coordination of Nepal Chapter.
5. Nepal Chapter shall host the literary programs and special programs as requested by the Authors from outside of Nepal.
6. Nepal Chapter shall jointly organize the different literary programs jointly with the other national or local literary organizations.
7. Nepal Chapter shall organize the chapter conference, literary workshops, different symposium inviting other chapters from outside of Nepal.
8. Nepal Chapter shall prepare its program guidelines for the financial management and other regulation to continue the sustainable and reputed literary programs.
9. Nepal chapter shall regularly publish the news and literary articles to introduce the INLS activities for promoting the Nepali languages and literature among the Nepali communities around the world.

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ARTICLE 15

TASK FORCE AND SUB-COMMITTEES

1. The BOT and CEC may form the taskforce and sub-committees as needed for conducting the special activities of the organization jointly or separately by CEC and/or BOT. All task force and sub-committees will have a start and end date. The task force committee shall be dissolved after completion of the task.
2. The tenure of a task force committee may be extended with approval from CEC and/or BOT. The sub-committees shall function within the tenure of CEC. The tenure of nominated Task Force and sub-committee members shall not be counted as eligible to file candidacy in CEC/BOT.

ARTICLE 16

EDITOR IN CHIEF

1. The Editor-In-Chief Shall be responsible to collect quality articles and other print material for quarterly official magazine INSIGHT (ANTERDRISTI) of the organization and assure proper distribution. To discuss and approve the appropriate agendas submitted by the officers of the International Nepali Literary Society or other members.
2. The Editor in Chief of online magazine DARPAN shall be responsible to collect the quality articles and other writings regularly as needed. DARPAN shall be published regularly in each quarter. Editor in Chief shall be responsible to distribute the online publication to all the life members and trustees regularly. The Editor in chief of DARPAN shall be invited at CEC meeting as needed. He/she shall not have the voting rights.

ARTICLE 17

INLS AWARD MANAGEMENT COMMITTEE

1. There shall be only one Award Management Committee in INLS Headquarter. BOT vice chair (Award) shall lead and co-ordinate the INLS Award Management Committee. The functions of Award Management Committee shall be as follows:A 5 members INLS Award Management Committee shall be formed by 2/2 members by CEC and BOT's nomination. All the members in INLS Award Management Committee must be Trustee Members.
2. All INLS Awards shall be centralized for better coordination, management, and delivery. Chapters shall manage the awards established by the local chapters.
3. BOT Chairman and CEC President Shall be the officio-member of the Award Management Committee and play advisory role.
4. Chairman-Award Management Committee shall reserve rights to from 3 to 5 members sub-committees to manage special awards. The Award Management Committee members shall not nominate or elect themselves for any award to avoid any conflict of interest.
5. Chairman of Award Management Committee shall get her/her committee members' name approved by the BOT.
6. Including their family members (spouse, sons, and daughters), all the BOT executives, elected and nominated CEC officials, INLS advisors shall be ineligible to submit the books for INLS best book award contest. In case of the author's interest to be the contestant, the related person must resign from the post and take part on the contest.
7. The Award Management Committee shall develop and maintain the INLS best book award evaluation criteria and form the 3 members book evaluation committee for the book evaluation process.
8. The Award Management Committee shall publish the notice for collection of the books from the authors one year prior to the award distribution month for the INLS best book award indicating the deadline for books submission.
9. The members of jury and the member of the award committee shall not participate in award.
10. The Board of Trustees shall approve the Award evaluation criteria, the members of Jury and the award guidelines prepared or revised by the Award Management Committee.
11. All financial transaction of any award shall be kept transparent and publicly released in INLS website/magazine and public media.
12. All awards money must be issued in forms of a check or cashier’s check. No award money should be as cash transaction.
13. The Award Management Committee shall submit a list of award winners to the BOT at least 48 hours for any objection prior to publishing it.
14. Award Management Committee may wish to establish additional awards. Additional Awards must be approved by the joint meeting of BOT and CEC.
15. Criteria for the additional award shall be reviewed and all financial transaction must be kept transparent to avoid any reputational or financial risk.

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ARTICLE 18

INLS ACADEMY

1. BOT shall form an INLS Academy collaborating with CEC appointing the highly qualified and distinguished figures from the Universities and Nepali Literary field. The tenure of this committee shall be for 4 years.
2. BOT vice chair (General) shall coordinate the INLS Academy Committee and form the committee adding 4 members with one woman member.

3. INLS Academy Committee shall work close with BOT and CEC for making and implementing the policies and objectives.
4. INLS Academy Committee shall work for translating the highly popular Nepali books in English and other foreign languages and manage its distribution through the effective channel among the readers in respective languages.
5. INLS Academy Committee shall research in various aspects in Nepali language and literature under the guidance/supervision of BOT.
6. INLS Academy Committee shall make the approach and talk with Tribhuvan University and other Universities in Nepal for establishing the curriculum to study Nepali language/Literature online for the Nepali/foreign students from outside Nepal in higher level including master's and PhD.
7. INLS Academy Committee shall make the approach and start dialogue with the Universities in the USA and other foreign countries for managing the curriculum to study Nepali Languages and literatures for the foreign students as the higher-level education in Nepali script and language.
8. INLS Academy shall follow the guideline provided by the BOT/CEC for establishing and continuing the Nepali Language school for the new generation of Nepali communities around the world.
9. INLS Academy shall prepare/update/review the Nepali Bhasha Pathashala curriculum as needed and develop the course content to extend, preserve and protect the Nepali literature, art, and culture through Nepali language.
10. INLS Academy Committee shall form the Nepali Bhasha Pathashala Management Committee, Publication Committee, and other related committees for continuing the Nepali language schools, publishing the books from different writers in Nepali literature and other academic activities.
11. Other various privileges and duties of INLS Academy Committee shall be as directed.
12. INLS Academy Committee shall continue the regular responsibilities unless the new Committee forms after the formation of New BOT.

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ARTICLE 19

INLS BUILDING MANAGEMENT COMMITTEE

An INLS Building Management Committee shall be formed by the full quorum of BOT meeting. Functions of INLS Building Management Committee shall be as follows:

1. This committee shall be responsible for the purchase, manage and operate the INLS Headquarters Building. The Committee shall buy the Property/building in USA.
2. This committee shall work closely with BOT and CEC.
3. BOT and CEC shall provide the guidelines to this committee
4. Coordinator of this committee shall take part at the BOT meeting or joint meeting of BOT and CEC as needed as the non-voting member.
5. This committee shall prepare the Master plan including the trustees/Benefactors platinum/Patron Membership criteria limited to the purpose of the INLS building Purchase and management/operation and present at the joint meeting of BOT and CEC. The joint meeting must approve the plan to implement as action.
6. BOT shall dissolve the INLS Building Management Committee if the committee diverted against the vision, mission, and objectives of INLS as guided by its bylaws and functions indicated to this committee.
7. This committee shall be reformed in every four years by the newly elected BOT.
8. This committee may review and effectively alter the certain plans prepared by the previous committee, otherwise shall follow, and continue the master plan of INLS Headquarters Building Management Master Plan.

ARTICLE 20
ADOPTION OF BYLAWS AMENDMENT

Adoption

The Amendment of bylaws shall become effective upon adoption by two-thirds of the members of the BOT and CEC joint meeting.
All the members of INLS shall be provided the electronic copy of the amended bylaws.

Amendment

1. The bylaws so made, altered, amended or repealed or reinstated by the members at any annual or special joint meeting of BOT and CEC.
2. The Board of Trustees and The Central Executive Committee by 2/3 (TWO THIRD) of the quorum and with majority vote shall have the power to make, alter, amend, or repeal the by-laws of the corporation, except that the first bylaws of the corporation may be adopted by the incorporates.

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ARTICLE 21
RECORDS

BOT and CEC shall maintain the records of the organization, including books and records of accounts, and minutes of proceedings of BOT and CEC at such place as designated.

ARTICLE 22
SEVERABILITY

Authority

If any bylaw or provision of these by-laws is found in violation of any superseding law or Authority, such will not affect any other bylaw or provision of these bylaws not in such provision.

ARTICLE 23
NON-PROFIT STATUS

1. The organization is organized exclusively for charitable purposes under section 501(c) (3) of the Internal revenue Code.
2. 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.
3. 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 24
COMPLIANCE

Any matters are not set forth in this By-laws or its Charter, Washington, District of Columbia's Not-for profit corporation law shall apply as along as that provision is not directly conflict with this By-laws.

ARTICLE 25

FINANCIAL TRANSACTION COMPLIANCE

1. The Board of Trustees shall appoint internal audit committee (IAC). At least one member of Internal Audit Committee (IAC) shall be Certified Public Accountant.
2. IAC shall have right to review all financial records, and activities of BOT and CEC. Whenever IAC request financial records, BOT and CEC shall provide it to IAC within 15 days.
3. The treasurers and finance committee shall keep its Books and Record based on United States Generally Accepted Accounting principles (USGAAP).
4. All Bank account cash in hand and other valuable of organization shall have custody with treasurer.

ARTICLE 26

DISCIPLINARY COMMITTEE

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1. The Board of Trustees shall form a disciplinary committee in consultation with CEC. The Member of BOT or the CEC officials or any INLS member or a chapter who is charged for violation of INLS Bylaws and acted against purpose and objective of this bylaws and conflict of interest shall have right to be heard before the Disciplinary committee.
2. Three members of independent Disciplinary committee shall be formed appointing at least one person from the professional legal background. No member shall be appointed from existing CEC or BOT but the member must be the INLS life member.
3. The CEC or BOT shall file the complaint against the violation to the disciplinary committee.
4. Disciplinary committee shall hold hearing on such charges and shall have power to make findings and issue a decision based on the evidence presented in the hearing.
5. Disciplinary Committee shall recommend actions to the BOT. The action may include warnings, expel from the BOT, CEC and Chapter committee, suspended membership for certain period, or revoke membership if the Disciplinary Committee finds that such member has violated or acted against the Code of Conducts, objective or the bylaws of the INLS. In case of Chapter's act against violation of INLS Bylaws and acted against purpose and objective of this bylaws Disciplinary committee shall recommend for the appropriate action to the BOT. The action may include written warning, suspend the chapter for certain period of time or revoke the affiliation with INLS in future. Such chapter shall have right to clarify to the Disciplinary committee against the charge.
6. As recommended by the Disciplinary Committee, CEC shall take action against the life member and chapter. BOT shall take action against the CEC member and trustee.
7. The person or chapter shall have right to appeal to BOT to consider with sufficient explanation within 15 days in written form.
8. Disciplinary committee shall be formed within a month after the formation of Board of Trustees and shall be active for 4 (four) years.

NOTE:

a. Conflict of Interest is considered as interest of other organizations over INLS interest. INLS elected or nominated officials in Board of Trustee (BOT), Central Executive Committee (CEC) of INLS Headquarter or INLS chapter shall disclose any relationship they may have with any other literary organizations with similar mission and vision as INLS. They shall avoid any conflict of interest between INLS and any other organization they belong to.
b. The INLS officers shall not engage in any activities that are to the advantage of another organization to the detriment of INLS. Should one decide to do so, he/ she must resign from any position they are holding in the INLS. INLS officers at all levels - trustee, CEC or chapter executive committee are forbidden from taking any other elected or appointed positions in other literary organizations.

ARTICLE 27

OFFICERS' LIABILITY

Any officer shall not be personally liable for monetary damages for breach of fiduciary duty as an officer notwithstanding any provision of law imposing such liability, provided however that this provision shall not eliminate the liability of an officer, to the extent that such liability is imposed by applicable law:

1. Any breach of the officers' duty to the organization.
2. Acts or omissions not in good faith or which involve intentional misconduct or knowing violation of law.
3. Any transaction from which the officer derived an improper personal financial benefit.
4. Willful violation of this by-laws of INLS.
5. Willful act against the vision, mission, and objectives of INLS.
6. Willful failure to keep financial records of INLS.

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ARTICLE 28

LIQUIDATION

The liquidation and dissolution of the society or the amendment of article of the incorporation of the International Nepali Literary Society may be decided upon by a two third majority of those present and voting at a General Assembly, provided that notice of the proposed dissolution or details of the proposed amendment shall have been circulated with the notice of the meeting. In the event of dissolution, the Executive Committee shall apply any residual funds of the society before vacating office in furtherance of the Society's aims, and no member shall have any claim on the Society in respect to fees and subscriptions paid.

ARTICLE 29

DISSOLUTION

The property of this organization is irrevocably dedicated to the purposes mentioned in Article III 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 organization, 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 organization, after paying or adequately providing for the debts and obligations of the organization, 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.

XHIBIT 1

SEAL AND LOGO OF INLS

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EXHIBIT 2

OFFICE OF OATH

For the Chapter Committee/ CEC and BOT officials:

I (Full Name and the Elected Post of Chapter/CEC/BOT) do solemnly swear that I will do my best for achieving the vision, mission, and objectives of INLS. I will bear true faith and allegiance to the INLS bylaws and code of ethics. I will always keep the secrecy and standards of my office.

Signature of the official

Signature of the Chief Election officer

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Date:

EXHIBIT 3

MEMBERSHIP APPLICATION FORM

I/we, ……., would like to join the International Nepali Literary Society (INLS), as a General/Life/Trustee/Institutional/Pattern member according to the INLS's bylaws, in order to promote Nepali language, literature, and culture delineated by the organization's vision, mission, and objectives and to actively support and participate in organization's activities.

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INTERNATIONAL NEPALI LITERARY SOCIETY WASHINGTON D.C. USA		PHOTOGRAPH
FULL NAME		AGE/SEX
FULL ADDRESS		
TELEPHONE:	EMAIL:	
Involved Organizations		
Published Books (Maximum 5 only)	1. 2. 3. 4. 5.	
Default Chapter		
Recommendation By		
FOR OFFICIAL RECORD	MEMBERSHIP ID NO.: MEMBERSHIP DATE: MEMBERSHIP FEES RECEIVED THROUGH : CHECK/BANK ACCOUNT/CASH/PAYPAL (TICK ONE)	
RECORD KEEPER'S NAME		
POST		

BYLAWS CHANGE LOG

This Bylaws has been amended on August 14, 2021 by the joint meeting of INLS BOT and CEC as follows:

Article No. on this Bylaws	Old (6th)	New (7th)	added/removed/replaced
Preamble	The mission of INLS…	The vision and mission of INLS…	vision (added)
	The organization was formally registered…	20	removed
Definition	No Article	Article 2	Moved to Article 2
Article 1	xx	NAME	New ARTICLE
	ORGANIZATION'S SEAL AND LOGO	1.1	Added
	III.	3. "Officials" means all the elected and nominated bodies in Central Executive Committee and Board of Trustees.	added "… all the elected and nominated bodies in Central Executive Committee and Board of Trustees."
	IV.	4. "Member" means any person acquiring any form of membership of the organization.	"…and elected and nominated members in accordance with the bylaws of the organization." (removed).
	XIII. Chapter and sub-chapter	Chapter	sub-chapter (removed)
	XIV.		extra-ordinary (removed)
Article 3	Article II	Article 3	Moved to Article III
Article 4	--	Article 4	New Article Added.
Article 5	Article III	Article 5	Moved to Article 5
	X, XII		Removed the repeated sub-article.
Article 6	Article IV	Article 6	
	… shall have members.	…shall have different categories of membership.	First sentence modified.
	…nationality or any race or any religion or belief.	…nationality or any gender, race or any religion or belief.	Second sentence modified.
	… classified into five categories	…classified into six categories	Last sentence modified.
6.1	V. …The burden of renewing a membership each year is on the memberitself.	---	Removed
	VII …of a position StateChapter…	…of a position local Chapter…	Modified
6.1 Responsibilities …	… organization's vision and mission.	…ision and mission of the organization.	Sentence Modified.
6. 2	II. … with the chapter.	…with the chapter or CEC.	'or CEC' added.
	III. …membership fee US $100.00 in the US or…	membership fee US $150.00 in the US directly in CEC or…	Sentence modified, membership fee updated by 7th amendment
	VII …50% (equivalent to US $ 50.00) of all life membership	…50% (equivalent to US $ 75.00) of all life membership…	membership fees updated as VI -B (III)

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	----	9 and 10	9 and 10 added.
6.2 Responsibilities …	----	6	6 added.
6.3.	…by paying fee of US $500.00.	…by paying fee of US $1000.00.	Membership fees updated by 7th amendment
6.3 Responsibilities …	II. … central Committee.	…Central Executive Committee.	Modified
	II. … organization's vision and mission.	…..vision and mission of the organization.	Modified
	---	4	Added from the 7th amendment.
6.4. Honorary Member	…of Executive Board of local chapters can issue.	---	First Sentence modified by 7th amendment
6.5. Trustees	I. …in INLS's vision.	in INLS's vision and mission.	Modified by 7th amendment.
	II.	2	Sentence modified/added/explained by 7th amendment.
	III. (URL) directly with the chapter.		'with the chapter' removed by 7th amendment.
	IV.	4	'…of a' removed by 7th amendment.
	V.	5	Sentence modified by 7th amendment.
	VII. Individual members…, of CEC per bylaws…	7 Trustee members…., of CEC/BOT per bylaws	Sentence modified by 7th amendment.
	---	8	8 added by 7th amendment.
6.6, Responsibilities…	I.	1	Sentence modified by 7th amendment.
	II	-	II was removed by 7th amendment.
	III … of the BOT…	2 …of the BOT/CEC…	Sentence modified by 7th amendment.
	IV… the vision and mission of the organization.	3 …the vision and mission of the organization.	Sentence modified by 7th amendment.
	---	4 and 5	Added by 7th amendment.
6.6	---	6.6	Added by 7th amendment.
6.7	---	6.7	Added by 7th amendment.
7	V	7	Article Modified
7	V -1	7.1	Sub-articles modified I. 'delivery' deleted IV. 'objective' deleted, 'mission' added, ' and 'update the chapters' status at least once a year.' added. VI. 'To promote deliver program' deleted XIV. 'CEC mailing list' modified as 'INLS members' mailing list" XVII. added.
7	VII-3 13 members	7.3 17 members	Added by 6th amendment. First bullet of the note was added by 7th amendment. On third bullet 'sub-committees' was added.
7	V-4, 1. his	7.4, 1. his/her	'her' added
7	V-4, 1. VII and VIII	7.4, 1. 7 and 8	Modified by 7th amendment.
7	V-4, 1. XII '… reserve right to…"	7.4, 1. 12 '…shall hire…"	Modified by 7th amendment.

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7	V-4, 2 II.	7.4, 2 II	Modified by 'adding' removing 'recruiting'.
		2. 4, 5, 6	Added by 7th amendment.
7	V-4, 3 Regional Vice President	7.4, 3 Vice President	Modified by 7th amendment.
7	V-4, 3 (I) '..recruiting members…'	7.4, 3 (1) '…adding new members…'	modified by 'adding' removing 'recruiting'.
7	V-4, 3 (II) '	7.4, 3 (2) 'Vice president shall form the regional coordination committee….'.	Added by 7th amendment.
7		7.4, 3 (5)	Added by 7th amendment.
7	V-4, 4(II) council	7.4, 4 (2) organization	modified by 7th amendment.
7	V-4, 4(III)	7.4, 4 (3) '…He/she shall prepare/present…'	Added by 7th amendment.
7	V-4, 5. Secretary	7.4, 5 (4), (5)	Added by 7th amendment.
7	V-4, 6	7.4, 6 (5)	Added by 7th amendment.
7	V-4, 7	7.4, 7 (3) and (4)	Added by 7th amendment.
7	V-4, 8		Removed by 7th amendment from this article.
7	V-5		Removed by 7th amendment.
7	V-6		Removed by 7th amendment.
7	V-7	7.5	'..meeting minutes…' removed by 7th amendment.
7	V-9	7.7, I.	Modified by 7th amendment.
7	V-9, III	7.7, 3	Modified by 7th amendment.
7	V-9, IV	7.7, 4	Modified by 7th amendment.
7	V-9, V	7.7, 5	Modified by 7th amendment.
7	V-10 '…..7 executive members…'	7.8, '…..9 executive members….'	Modified by 7th amendment.
8	VI-1 (I)	8.1 (1) '…60 days…'	Added and replaced by 7th amendment. 'Commission' replaced by committee.
8	VI-1 (II)	8.1 (2)	Modified by 7th amendment.
8	VI-1 (III) '…4 weeks…'	8.1 (3) '…30 days…'	Modified by 7th amendment.
8	VI-1, (IV)	8.1 (4)	Modified by 7th amendment.
8	VI-1, (VII) 'members', '2 weeks'	8.1 (7) 'voters', '4 weeks'	Modified by 7th amendment
8	VI-1	8.1, (8)	Added by 7th amendment.
8	VI-1 (X) 'directors'	8.1, (11) 'officers'	Modified by 7th amendment.
8	VI-1, (XII)	8.1, (13)	Modified by 7th amendment.
8	VI-1, (XIV)	8.1, (15) '…in presence….'	Added by 7th amendment.
8	VI-1, (XV)	8.1, (16)	Modified by 7th amendment.
8		8.1, (17)	Added by 7th amendment.
8	VI-2, (II)	8.2 (2)	Modified by 7th amendment.
8	VI-2	8.2 (3)	Added by 7th amendment.
8	VI-3, 1.1 (I)	8.3.1.1 (2)	Modified by 7th amendment.

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8	VI-3.1.2 (II)	8.3.1.2 (2)	Modified by 7th amendment.
8		8.3.1.2 (2)	Added by 7th amendment.
8	VI-3.1.4 (II)	8.3.1.4 (2)	Modified by 7th amendment.
8	VI-3.1.5 (I)	8.3.1.5 (1)	Modified by 7th amendment.
8	VI-3.1.5 (II)	8.3.1.5 (2)	Modified by 7th amendment.
8	VI-3.1.6 (II)	8.3.1.6 (2)	Modified by 7th amendment.
8		8.3.1.6 (4)	Added by 7th amendment.
8	VI-3.1.7 (I)	8.3.1.7 (1)	Modified by 7th amendment.
8		8.3.1.7 Note a	Added by 7th amendment.
8	VI-4 (I)	8.4 (1)	Modified by 7th amendment.
8	VI-4 (II)	8.4 (2)	Modified by 7th amendment.
8		8.4 (3)	Added by 7th amendment.
9		9.1	Title added by 7th amendment.
9	VII-1 (I)	9.1 (1)	Modified by 7th amendment.
9	VII-1 (II)	9.1 (2)	Modified by 7th amendment.
9	VII-1 (III)		Removed by 7th amendment.
9		9.1 (3)	Added by 7th amendment.
9		9.1 (4)	Added by 7th amendment.
9	VII-1 (IV)	9.1 (5)	Modified by 7th amendment.
9	VII-VI	9.1(6)	Modified by 7th amendment.
9	VII-1 (XI)	9.1 (12)	Modified by 7th amendment.
9	VII-1 (XII)	9.1 (13)	Modified by 7th amendment.
9	VII-1 (XV)	9.1 (16)	Modified by 7th amendment.
9		9.1 (19)	Added by 7th amendment.
9	VII-3, '…7 elected members…'	9.3, '…9 elected members…'	Modified by 7th amendment. *General Secretary added, *2 members (with one female member) added by 7th amendment.
9	VII-4.1 (V)	9.4.1 (5)	Modified by 7th amendment.
9	VII-4.1 (VI	9.4.1 (6)	Modified by 7th amendment.
9	VII-4.2	9.4.2	Modified by 7th amendment adding the separate responsibilities to two vice chairs as a general vice chair and coordinator of INLS academy and Coordinator of award management

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			committee.
9	VII-4.3	9.4.3	Modified by 7th amendment adding the separate responsibilities to two vice chairs as a general vice chair and coordinator of INLS academy and Coordinator of award management committee.
9	VII-4.3	9.4.4	Added by 7th amendment.
9	VII-4.3	9.4.5	Added by 7th amendment.
9	VII-4.4 (II)	9.4.6 (2)	Modified by 7th amendment.
9	VII-4.4 (III) '…quarterly meeting…'	9.4.6 (3) '…annual meeting…'	Modified by 7th amendment.
9	VII-4.4 (IV) '…finance committee…'	9.4.6 (4) '…audit committee…'	Modified by 7th amendment.
9		9.4.6 (4) '…audit committee…'	Modified by 7th amendment.
9	VII-4.6	9.4.6	Modified by 7th amendment.
9		9.4.6 NOTE	Added by 7th amendment.
9	VII-4.8	9.4.8	Moved to the Trustees section.
9	VII-5.I	9.5.1	Modified by 7th amendment.
9	VII-5.II	9.5.2	Modified by 7th amendment.
9		9.5. 3	Added by 7th amendment.
9	VII-5.III	9.5.3	Modified by 7th amendment.
9	VII-5.IV	9.5.5	Modified by 7th amendment.
9	VII-6	9.6	Modified by 7th amendment.
9	VII-7		Removed by 7th amendment.
9	VII-8. II	9.2	Moved to IX-2 by 7th amendment.
9	VII-8. III	9.7.2	Modified by 7th amendment.
9	VII-8. IV	9.7.3	Modified by 7th amendment.
9	VII-8	9.7.10	Added by 7th amendment.
9	VII-8	9.7.11	Added by 7th amendment.
9	VII-8	9.7.13	Added by 7th amendment.
9	VII-9	9.8	Modified by 7th amendment.
9	VII-10.1.1	9.9.1.1.2	Modified by 7th amendment.
9	VII-10.1.2	9.9.1.2	Modified by 7th amendment.
9	VII-10.1.3	9.9.1.3	Modified by 7th amendment.

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9	VII-10.1.4. II	9.9.1.4.2	Added by 7th amendment.
9	VII-10.1.5	9.9.1.5	Modified by 7th amendment.
9	VII-10.1.6	9.10.1.6	Modified by 7th amendment.
9	VII-11	9.11	Modified by 7th amendment.
10		10	Added by 7th amendment.
11	IX.V	12.5	Modified by 7th amendment.
11		11.7	Added by 7th amendment.
12	X.I	12.1	Modified by 7th amendment.
12	X.III	12.3	Modified by 7th amendment.
12	X.IV	12.4	Modified by 7th amendment.
12	X.IX	12.9	Modified by 7th amendment.
12	X.XI	12.11	Modified by 7th amendment.
12	X.XII	12.12	Modified by 7th amendment.
12	X	12.14, 15, 16, 17	Added by 7th amendment.
13	X-1.IV	13.4	Modified by 7th amendment.
13		13.6	Added by 7th amendment.
14		14	Added by 7th amendment.
15	XI	15	Modified by 7th amendment.
16	XI-2	16	Modified by 7th amendment.
17	XII	17	Modified by 7th amendment.
17	XII.I	17.1	Modified by 7th amendment.
17	XII-II	17.2	Modified by 7th amendment.
17	XII-IV	17.4	Modified by 7th amendment.
17		17.6	Added by 7th amendment.
17	XII-VII	17.7	Modified by 7th amendment.
17	XII-VIII	17.8	Modified by 7th amendment.
17	XII-X	17.10	Modified by 7th amendment.
17	XII-XI	17.11	Modified by 7th amendment.
17	XII-XIV	17.14	Modified by 7th amendment.
18		18	Added by 7th amendment.
19		17	Added by 7th amendment.
20	XIII	20	Modified by 7th amendment.
26	XIX-I	26	Modified by 7th amendment.
27	XX	27	Modified by 7th amendment.
EXHIBIT1	EXHIBIT-1	EXHIBIT1	Modified by 7th amendment.
EXHIBIT2		EXHIBIT2	Added by 7th amendment.
EXHIBIT3		EXHIBIT3	Added by 7th amendment.

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Bylaws Revision and Recommendation Committee

Prof. Dr. Khagendra Prasad Luitel, Coordinator

Sumal Kumar Gurung, Member

Bal Ram Thapa, Member

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Bylaws Review Committee

Padam Bishwokarma

Puru Subedi

Shiva Lamichhane

Ram Lama Avinashi

Teertha Raj Adhikari

APPROVAL AND ADOPTION

SEVENTH AMENDMENT APROVED AND ADOPTED BY THE CENTRAL EXECUTIVE COMMITTEE (CEC) AND BOARD OF TRUSTEES (BOT) ON August 14, 2021.

Mr. Prakash Poudel 'Maila'
President
Central Executive Committee

Mrs. Gita Khatri
Chair
Board of Trustees