

SOCIETY OF NEPALESE PROFESSIONALS–UK (SONP-UK), CONSTITUTION 2008

(Including all amendments: 1st amendment of 2015, 2nd amendment of 2016
and 3rd amendment August 2020 including 4th amendment August 2023)

PREAMBLE:

Since 2002, highly skilled Nepalese professionals have immigrated to the United Kingdom to pursue their careers in various sectors and start a new life. By 2007, an estimated number of 500 Nepalese professionals had settled in the UK with their family. In 2008, after a broad discussion, this particular Nepalese community agreed to establish an organization, committed to work as an independent, non-profit making, non-political, non-governmental and permanent Society to promote and safeguard the rights and interests of the Nepalese Professionals and their family members residing in different parts of the UK as well as to promote social and cultural activities in an organized and coordinated manner through its own organizational structure. As the outcome of that meeting and subsequent deliberations about the vision of the organisation, the Constitution of Society of Nepalese Professionals – UK has been brought to practice to fulfil its aims and objects.

1. NAME

The name of the Organization shall be the “**Society of Nepalese Professionals - UK (SONP-UK)**” hereinafter called the **Society**. (*Previously known as Society of Nepalese Highly Skilled Migrants - UK in 2008; and Society of Nepalese Highly Skilled Professionals – UK in 2015*)

2. This Society will have its own Stamp, Logo, Letterhead and Format of Oath.
3. This constitution will come into force after when it is passed by its Annual General Meeting.

4. Definitions

- 4.1. “Society” refers to the Society of Nepalese Professional-UK
- 4.2. "Constitution" refers to the constitution of the Society.
- 4.3. “Committee” refers to Executive Committee of the Society

- 4.4. "Executive Committee" refers to the members of the executive committee of the Society who are elected by the Annual General Meeting
- 4.5. "Executive Member" refers to the executive committee member of the Society.
- 4.6. "Office bearer" indicates President, Vice President, General Secretary, Secretary and Treasurer of the Executive Committee
- 4.7. "General Member" refers to all Nepalese professionals and their family members aged 18 and over who have become general member of the Society on recommendation of the Executive Committee.
- 4.8. "Voting Member" refers to those who have been making regular monthly contributions, as decided by the Executive Committee, to the Society by direct debit.
- 4.9. Life Member: refers to those members who have paid a one-off lumpsum amount of £101 for the couple (husband and wife) and £60 or single person to the Society.
- 4.10. "Nepalese Youth Network UK (NYN-UK)" refers to an independent committee of the youths from the Nepalese community established in the initiation of SONP-UK.
- 4.11. "Advisor" refers to advisors of the Society as nominated by the Society's executive committee.
- 4.12. "Meeting" refers to the meeting of the society or of the Executive Committee
- 4.13. "Patron Council" refers to the committee comprising of all the past presidents of the Society.

5. OBJECTIVES of the Society

- 5.1. To unite all the Nepalese professionals residing in the United Kingdom and to promote their rights and safeguard their interests;
- 5.2. To provide information and support to the Society members about housing, welfare, health and wellbeing, education, legal and other professional and socio-cultural matters;
- 5.3. To promote knowledge exchange among the Society's members by organising interaction programmes on various topics;
- 5.4. To engage in various professional domains in Nepal to share professional knowledge and skills;
- 5.5. To work with the society's second generations to promote their all-round development as well as to promote and encourage them to stay connected with Nepal and Nepalese socio-cultural heritage. The Society will closely work with the NYN-UK to achieve this objective;
- 5.6. To preserve and promote Nepalese culture, arts, heritage, history, traditions, language, and literature in the UK;
- 5.7. To promote cross-cultural collaborations and learning to enhance social integration within the British society;
- 5.8. To coordinate and work with local statutory and voluntary organisations to mobilise their contributions in the interest of the Society members;
- 5.9. To coordinate with other Nepalese groups/ organisations to promote social welfare activities;
- 5.10. To engage in research in relations to the above objectives, and to publish the useful results of any such research when necessary.
- 5.11. To work as knowledge contributor and think tank group on various disciplines, organisations, and networks.

6. Membership

6.1. General Member:

Nepalese professionals and their family members aged 18 years and above may become general member of the Society on recommendation of the Executive Committee.

6.2. Voting Member:

General members who pay or have been paying monthly contribution by direct debit or standing order as decided by the Society will have the right to vote. If the regular direct debit discontinues for three months in a row their membership as a voter will be terminated automatically. However, their general membership will remain valid.

6.3. Life Member:

Either general member or voting member may become Life Member of the Society if they pay a one-off lump sum payment of £101 to the Society. This will also include the spouse of the member as Life Member. However, a single person applying for life member will have to pay a fee of £60 only. They will be provided with a certificate of life membership. Life members have voting rights.

6.4. Executive Committee may suspend or terminate membership of any member who is found to have acted against the interest of the Society.

6.5. Executive committee members who miss to attend the Executive committee meeting 3 times without giving any notice may lose their position from the committee. However, executive committee will give such members an opportunity to present themselves with valid reasons of absence, if any, before releasing them from the committee role.

7. Annual General Meeting (AGM)

Annual General Meeting (AGM) of the Society will be held every year. AGM shall be the supreme body of the Society. All members of the Society will attend the AGM. The functions of the AGM are as follows:

7.1 Guide the Society by developing policies and programme of the Society;

7.2 Discuss and approve Society's annual report, treasurers financial report and hold discussions on other contemporary issues that affect the lives of the Nepalese community;

7.3 Amend the constitution as and when necessary;

7.4 Appoint an independent auditor or certified accountant to audit the accounts of the Society and determine his/her remuneration.

8. Special General Meeting (SGM)

Special General Meeting (SGM) may be called by the Executive Committee on the written request of a minimum of 25 percent voting members of the Society.

The Executive Committee, after looking at the urgency of the matter, shall have to call SGM within 2 months of the request made. Notice of Special General Meeting shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at such Special General Meeting.

9. Executive Committee

9.1. An 11-member Executive Committee will be elected, for a period of 2 years, by the AGM having the following positions:

President	One
Vice- President	One
General Secretary	One
Secretary	One
Treasurer	One
Executive Members	Six

9.2. Generally, the Executive Committee meeting will be held in every two months

10. Rights and duties of the Office Bearers and the Executive Members of the Society:

10.1. President

- 10.1.1. To work as the Chief Executive Officer of the Society;
- 10.1.2. To chair the Executive Committee meeting;
- 10.1.3. Instruct the General Secretary to call regular meetings of the Executive Committee;
- 10.1.4. In case of equal- vote on any issue, cast the deciding vote;
- 10.1.5. To assign responsibilities to the Office Bearers and the Executive Members of the Society;
- 10.1.6. To play a vital role, by representing the Society in various forums, coordinating and working in partnership with other local groups/ organisations to achieve the Society's objectives;
- 10.1.7. To provide an overall leadership to the Society and enhance the Society's reputation by launching new initiatives, collaborations and public engagement events.

10.2. Vice- President

- 10.2.1. Assist the President as and when required;
- 10.2.2. In the absence of the President, act as President as per the instruction given to him/her by the President;
- 10.2.3. Carry on other duties as instructed.

10.2.4. General Secretary

- 10.2.5. To coordinate all the activities and functions of the Society;
- 10.2.6. To conduct the meeting of the Executive Committee, AGM and take minutes and maintain the records of the decisions of those meetings;
- 10.2.7. Prepare an annual report of the Society and present the same to the AGM for discussion and approval;
- 10.2.8. As per the instruction and in agreement with the President, call meetings of the Executive Committee, AGM or any other meetings;

- 10.2.9. Working closely with the President, play special role in coordinating and working in partnership with other local groups/ organisations
- 10.2.10. Act as the spokesperson and the central communication point of the Society.

10.3. Secretary

- 10.3.1. Assist the General Secretary as and when required;
 - 10.3.1.1. In the absence of the General Secretary, act as General Secretary as per the instruction given to him/her by the General Secretary;
- 10.3.2. Carry on other duties as instructed.

10.4. Treasurer

- 10.4.1. To acquire and take the responsibility of the Funds of the Society;
- 10.4.2. Disburse the funds in accordance with the rules and regulations of the Society;
- 10.4.3. To propose various mechanisms to increase the funds of the Society;
- 10.4.4. To prepare and present proposals of detailed fund sources and resources mobilisation for the different programmes identified by the AGM and the Executive Committee;
- 10.4.5. While managing and maintaining the funds of the Society follow the pertaining rules/ law of the land and get the Society's accounts audited by an approved auditor/ accountant;
- 10.4.6. Prepare financial report of the Society to present in the Society's AGM;
- 10.4.7. Carry on other duties as instructed by the president.

10.5. Executive Members

- 10.5.1. Be actively involved in the implementation of the various programmes as approved by the AGM and/or the Executive Committee as well as other instructions.

- 10.5.2. For the benefit and welfare of the Nepalese society, prepare viable programmes that contribute to the attainment of the set objectives of the Society and present them, through the Secretary, for discussion in the Executive Committee meeting.
 - 10.5.3. Attend the Executive Committee meetings regularly and contribute with positive and constructive ideas.
 - 10.5.4. Carry on other activities as instructed by the president.
- 11.** To be eligible for the candidate of President, other Office Bearers and Members of the Executive Committee, the following qualification and status is required:
- 11.1.** To contest for the President of the Society, the interested candidate must have served as office bearer or executive member of the Society for at least one full term of 2 years.
 - 11.2.** Once served for a full term of 2 years, the President cannot contest for a consecutive 2nd term.
 - 11.3.** For other positions, the interested candidate should be a voting member of the Society.

12. Patron Council

All past Presidents will be ex-officio members of this council. This council will play an advisory role to the Executive committee, provide support to achieve its objectives and guide it in formulating strategic and long-term plans, policies, and procedures as well as their implementation where necessary. The executive committee will be able to draw upon the expertise, experience and network of members of the patron council to design and execute various activities. With no voting rights, members of the Patron Councils may be invited to attend Executive Committee Meetings.

- 13.** The coordinator of the NYN-UK may be invited to attend the Executive Committee meetings but will have no voting rights.

14. Extension of office

In a situation of emergency when the Annual General Meeting cannot be held, the term of the existing Executive Committee may be extended by six months in consultation and approval of the Patron Council.

15. Resignation

15.1 Should any member of the Executive Committee or nominated advisor decide to step down from their position, they should submit a letter of resignation to the President, which will be discussed and approved at the Executive Committee meeting.

15.2 In the event of President's resignation from the post, the Vice-President will take over the role of the President automatically for the rest of the tenure of the Executive Committee. The president's letter of resignation will be submitted to the Patron Council that will call upon a joint meeting with the Executive Committee to discuss the case and take an appropriate decision.

16. Advisors of the Society

The Executive Committee may appoint a maximum of 3 Advisors who have significantly contributed to the Society. While doing so, considerations should be given to include people from diverse field of expertise.

17. Election procedure

17.1. For the election of the Executive Committee of the Society, an election committee shall be constituted before one month of the scheduled election day. The election committee will comprise of one Chief Election Commissioner and two other Commissioners.

17.2. The election committee will perform its duties as per the regulation passed by the Executive Committee

18. Accounts of the Society and Audit

- 18.1. The Society will have a fund. Membership fees, donations given by individuals and organisations, any money collected through charity programmes as well as all other income will be deposited in this fund.
- 18.2. The Society will have its own bank account where the funds will be deposited
- 18.3. The account will be operated by any two signatories out of the three persons including the President, General Secretary and the Treasurer. However, treasurer's signature will be compulsory.
- 18.4. Disbursements will only be made as per the decision of the Executive Committee.
- 18.5. Accounts will be annually audited by a professional accountant.

19. Amendment of the constitution

To amend any articles or sub-articles of this constitution, the following process shall be followed:

- 19.1. The Society will have a provision of Constitution review Committee consisting of no more than three members who can be appointed and released from the roles as necessary by the executive committee.
- 19.2. Proposal for amendment of the constitution shall be presented with clear reasons to the Executive Committee by the General Secretary in agreement with the President. Then, the proposal will be discussed in consultation with the members of the Constitution Review Committee to prepare the amendments to be presented for approval in the AGM.
- 19.3. Only if the amendment proposal is approved by a majority of two-third of the total 11 members of the Executive Committee, the proposal shall be presented to the forth coming AGM.
- 19.4. Amendments shall only be made if the proposal is approved by a majority of two-third of the AGM.

20. Quorum

51 percent of the total members is regarded as quorum for AGM as well as for the Executive Committee meeting.

21. Laws to prevail

If any Provision of this Constitution differs or contradicts with the existing Law of England/ UK, then the Law of UK will prevail.

Annex 1

Logo of the Society



Annex 2

Stamp of the Society



Annex 3

Format of Oath

I, with sincerity and all my conscience, take this oath of office; that I will obey this Constitution and all the rules and regulations within this constitution. I will never misuse the powers bestowed to me by this Constitution and never breach the secrecy of the office. I commit myself to always uphold with highest priority, the values, and the integrity of the Society.

Constitution review committee members:

Name	Signature
Arka Timsina	<i>Arka Timsina</i>
Narayan Bhattarai	<i>Narayan Bhattarai</i>
Tejendra Pherali	<i>Tejendra Pherali</i>

Review date: August 2023

Approval: This constitution was endorsed by the AGM held on 6th of August 2023 and has been enacted with immediate effect.

Undersigned (electronically):

Eng Bishnu P Neupane (President):

A handwritten signature in black ink, appearing to read 'B. P. Neupane', written over a horizontal line.

Dr Om Pd Gautam (General Secretary):