



# Constitution

2011

The ASSOCIATION FOR NEPAL AND HIMALAYAN STUDIES seeks to foster the study and understanding of Nepal and the Himalayas, and to improve communication among all who share this interest regardless of nationality. Association members believe in equal scholarly opportunity, open exchange of information, and full disclosure of the purposes and funding of research. Membership and participation in Association affairs is open to all individuals and non-profit organizations that approve the ASSOCIATION FOR NEPAL AND HIMALAYAN STUDIES' aims and guidelines. This Association is organized exclusively for the educational and charitable purposes within the meaning of the Section 501 (C) 3 of the Internal Revenue Code.

## I. The Executive Council

### A. Membership and Duties

The Executive Council of the ASSOCIATION FOR NEPAL AND HIMALAYAN STUDIES (ANHS) is responsible for the general management of Association affairs. It will consist of a minimum of nine and maximum of fifteen chosen by the Executive Council according to the procedures and criteria outlined below. Officers, including the President, the Secretary/Treasurer, and Committee members and Chairs, shall be elected by the Council from its own membership. The Editor or Co-Editors of the HIMALAYA will serve as ex officio Council members.

The Council will have responsibility for the allocations of ANHS funds, for executive action on ordinary business and procedural matters, and for formulating and proposing policy positions for votes by the ANHS membership. The Council will meet annually at the ANHS membership meeting and additionally through teleconference or other media as necessary.

### B. Term of Office

Council members will be selected by the members of the Association to serve 4-year terms.

A full term of membership on the Council will normally be four years. Council members may serve for up to two consecutive terms, or a total of eight consecutive years including regular and acting appointments, and will be eligible to serve again after a minimum of two years out of office have elapsed.

## C. Elections

One year prior to an anticipated vacancy, the President will announce any vacancies on the Executive Council at the general membership meeting of the ASSOCIATION FOR NEPAL AND HIMALAYAN STUDIES and will ask for nominations. Members who would like to serve may nominate themselves. In addition, the call for volunteers will be printed in the post-meeting issue of HIMALAYA. If these do not produce enough candidates, members of the Executive Council will be asked by the President to assist in recruiting additional candidates. This list will be presented to the Executive Council who will select the new members based on the following principles:

1. the Council should encompass diversity in geographic focus within the Himalayan region among its members;
2. the Council should encompass disciplinary diversity among its members;
3. the Council should incorporate new people into the executive level of the organization.

Any candidate who wishes to be considered must be willing to attend the annual meeting for at least 3 of the 4 years of their term. Any candidates in excess of the vacancies available will be considered for emergency replacements.

## D. Replacements and Absences

ANHS Council members and officers who become unable to perform their duties because of prolonged illness, travel to places with which communication is unduly slow or difficult, or for other reasons, shall either resign or ask for an acting replacement. In cases where an Executive Council member fails to attend the annual meeting and fails to resign or to communicate his/her reasons for not attending, the Council shall vote on an acting replacement for the remainder of the officer's term.

Such a replacement may be made on a limited-term, temporary basis if the original holder of the position has communicated the length of time required before he/she is able to resume duties, subject to the Council's approval of a temporary replacement. Replacements will be made by the Executive Council using the pool of candidates generated through the process outlined above in section C.

Members of the Council who are unable to attend meetings are responsible for conveying their views and positions on issues currently before the Council to the President, who is responsible for presenting those views and positions to the Council, or may designate another member to vote by proxy. Council members who must be absent from the annual meeting more than once during their four-year term of office should resign their position.

A total of two-thirds of the Executive Council members plus their proxy votes shall constitute a quorum for Council action. If fewer than two-thirds of the Council vote in person or by proxy, the President shall contact enough absent members to secure enough votes to make up a quorum, and report the results to the Council. If reasonable efforts to secure votes from all Council members

fail to produce a quorum, the majority of those voting in person, by proxy, and by direct communication to the President shall be considered to constitute the official decision of the Council.

## **II. Officers and Duties**

The Council shall elect and maintain without vacancy a full roster of officers, including the President, Secretary/Treasurer, and two standing Committees in accord with Article III, from its own regular membership. Ex officio members of the Council and appointive members of ad hoc committees may not serve as officers.

At the first Council meeting following each election, and at such times as vacancies may arise between elections, continuing members and new member-designates (but not outgoing members) should vote to elect officer-designates for all officer positions, including Committee members, Secretary/Treasurer, President, and Editor(s), that will fall vacant for the following academic year.

The terms of officers such as the President, Secretary/Treasurer, and Committee chairs may be less than four years, if so agreed on by the Council and the candidate.

### **A. President**

The President will be responsible for chairing meetings of the Council and the ANHS membership, for communicating actions, issues and concerns of ANHS officers, committees, and members to the Council and to the membership at large, for calling Council meetings and initiating discussion on matters of current concern to ANHS, for communicating with the Editor on matters of concern to the entire membership of ANHS with sufficient lead time to allow for publication in HIMALAYA and membership response, for reporting on the Association's activities at the annual meeting, and for representing and acting on behalf of the Association as deemed appropriate by, and with the consent of, the Council.

### **B. Secretary/Treasurer**

The Secretary/Treasurer will be responsible for keeping accurate records of membership and Council meetings, for circulating copies to the Council and the Editor for publication in HIMALAYA, for forwarding ANHS correspondence and documents to the Editor for inclusion in the ANHS archives, for preparing an annual calendar of ANHS official events and deadlines, to be regularly updated in consultation with the President and Committee chairs, and for reporting the current calendar and the minutes of past meetings to annual meetings of the membership and Council.

The Secretary/Treasurer will also be responsible for keeping and accounting for ANHS funds to the Council and to the annual meeting, for reporting changes in ANHS's financial position to the President in a timely way, and for preparing an annual budget proposal in consultation with the President, Editor(s), and Council.

The Council may, at its discretion, appoint separate individuals from among its membership to fill separate positions of Secretary and Treasurer, with appropriate division of the responsibilities of office.

### **III. Committees**

Each of the two standing committees will elect its own Chair, and will be responsible for specific ANHS functions. Members may be appointed to the standing committees from the general membership.

The Chair of each committee will be responsible for calling meetings and/or initiating communication between members on current committee business, for communicating progress reports to the President in timely fashion, for communicating with others as required by the functions of the committee, and for reporting to the Council and ANHS membership at their meetings.

Committee responsibilities will be allocated equally among the members by mutual agreement.

#### **A. Membership and Policy Committee**

The Membership and Policy Committee will be responsible for considering current issues and items of business, except for conferences, falling within the purview of ANHS, and for formulating reports, policy proposals, or statements of alternatives for consideration by the Council and the ANHS membership.

Such matters may include ongoing and special problems in the internal operations and governance of ANHS, initiatives and proposals from ANHS members or outside persons or agencies, matters of potential interest or

impact on Nepal and Himalayan studies in America or Europe, and developments in Nepal and the Himalayan area with significant implications for Nepal and Himalayan studies and the ANHS.

The Committee will communicate its agenda and new developments to the President and the Editor in a timely fashion for Council action and/or publication in HIMALAYA to elicit responses from the ANHS membership, and it will report on its activities at the annual meeting. The Committee will also organize and carry out membership recruitment activities, reporting to the Council and the general membership at the annual meeting.

#### **B. Conference Committee**

The Conference Committee will be responsible for arranging the annual ANHS membership meeting and conference activities, whether as a separate conference or in conjunction with another conference. The Committee will (1) arrange for facilities, schedule meetings and panels, organize support appropriate to the level of conference activity, (2) communicate schedules and arrangements to the President and the Editor for publication in HIMALAYA with sufficient lead

time to allow for publication and for arrangements by ANHS members to attend or participate, (3) report on activities and future plans at the annual meeting.

### **C. Ad Hoc Committees**

Ad Hoc committees or subcommittees may be appointed by the Council to meet circumstances of interest or concern to ANHS as the need arises. The Chair of the Ad hoc Committee will be a Council member.

## **IV. Meetings and Conferences**

The ANHS will meet once each academic year at a site to be determined annually by the Executive Council and announced publicly with sufficient lead time to allow members to plan for travel, for submissions of panel and paper proposals, and for other planning and preparations normally associated with conference attendance.

If the ANHS meeting occurs in conjunction with a conference under external sponsorship, the President and Conference Committee shall explore with conference sponsors the possibility of designating Nepal and Himalayan studies panels as ANHS Panels, subject to agreement of the panel organizers, and of acting as intermediaries for organizing individual papers submitted by ANHS members into ANHS-sponsored panels.

The Committee should also explore the feasibility of other means of increasing the visibility and impact of Himalayan studies at such meetings, by organizing book, photo, and/or film and video exhibits of recent work on Nepal, by providing press releases, or other suitable strategies.

## **V. External Activities**

### **A. Scholarly Associations**

The Council will seek to maintain and improve communications between the ANHS and other organizations with similar goals. The ANHS will remain in an Affiliate relationship with the Association for Asian Studies. Applications for renewal of this Affiliate status shall be submitted by the President at the times required by the AAS Constitution and by-laws.

The Council may seek to undertake joint activities, such as concurrent conference activity, with other scholarly area studies and disciplinary associations, taking into consideration ANHS's primary commitment to Nepal and Himalayan studies and the need to support disciplinary diversity as represented by the ANHS membership.

### **B. Nepal and Himalayan Areas**

A foremost concern of the ASSOCIATION FOR NEPAL AND HIMALAYAN STUDIES is improvement of scholarly opportunity for citizens of Nepal and other Himalayan areas. To further this goal, the Association will seek, through its Executive Council, officers, members, and/or other

designated agents appropriate to a scholarly association, 1) to reach agreement with organizations in the region for promoting research and other scholarly activities; 2) to establish and strengthen facilities in Nepal and the Himalayan region for collecting, preserving and making accessible scholarly materials in countries of the Himalaya; 3) to enable more apprentice scholars from Nepal and other Himalayan countries to obtain sound training in their discipline; and 3) to enable established Himalayan scholars to secure funds for periods of research, writing and related travel.

Other aims of the Association towards which Council efforts should be directed consistent with available resources in personnel, time, and funding sources, include:

1. Organizing and seeking funds to support training or research seminars and workshops in the U.S., Nepal and other countries, and seeking funds to enable distribution of papers, abstracts, and other scholarly publications;
2. Organizing and seeking funds to support summer institutes for training in Himalayan languages and cultures;
3. Seeking means to assure that results of research dealing with the Himalaya are available to Himalayan nationals;
4. Seeking funds to enable translation of vernacular materials in Nepalese and Himalayan languages, and wider distribution of documentation and scholarly works from Nepal and Himalayan countries;
5. Seeking funds to assist publication of worthy manuscripts and materials;
6. Seeking to encourage and find funds to support the teaching of Nepali and other Himalayan languages at appropriate institutions;
7. Seeking funds to support resource centers in the U.S.;
8. Encouraging persons who have lived and worked in the Himalaya and are interested in furthering ANHS goals, regardless of whether they are academically affiliated, to participate in ANHS affairs, including seminars and workshops.

### C. Non-profit Status of ANHS

No substantial part of the activities of this Association shall consist of carrying on propaganda, or otherwise attempt to influence legislation, except as provided in Section 501 (H) of the Internal Revenue Code of 1986, and the ANHS shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of or in opposition to any candidate for public office, except as provided in Section 501 (H) of the Internal Revenue Code of 1986.

The Association shall not carry on any other activities not permitted to be carried on (A) by a corporation exempt from Federal income tax under Section 501 (C) (3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law) or (B) by a corporation contributions to which are deductible under Section 170 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law.

The property of this organization is irrevocably dedicated to Section 501 (C) (3) exempt purposes and no part of the net income or assets of this organization corporation shall ever incur to the benefit of any director, officer, or member thereof or to the benefit of any private person.

## **VI. Publications**

HIMALAYA is the official periodical publication of the ASSOCIATION FOR NEPAL AND HIMALAYAN STUDIES. Provisions in this Constitution referring to Himalaya shall apply to any successor publication(s), consistent with changes and divisions of name and functions. In case of such changes and divisions, the HIMALAYA's primary responsibilities to ANHS, including but not limited to the publication and distribution to the membership of Association news, official announcements, and election materials, must be maintained.

The Editor or Co-Editors shall be appointed by the Council for a term of office set by mutual agreement, and shall be ex officio voting members of the Council. They shall have full editorial freedom in operation of HIMALAYA, as is consistent with the operation of a professional publication, with the promotion of Nepal and Himalayan studies scholarship, and with Himalaya's role as the official organ of the Association.

The Editor(s) shall be responsible for all aspects of editing, timely publication, and distribution of HIMALAYA, including the management of funds for such purposes. They shall consult with the Treasurer on the share of the annual ANHS budget devoted to HIMALAYA, and report on editorial and financial activity to the annual meeting. When feasible, they shall give priority to incorporating Nepalese consulting editors or other appropriate positions on the editorial staff. They shall consult with the Council on plans for major changes in editorial policy.

As the primary channel for communication within ANHS, HIMALAYA shall prominently display all official ANHS announcements received from the President and Council in a timely fashion. These will include, but not be limited to, announcements of annual meetings, calls for papers, announcements of election results together with the names, addresses, and telephone numbers of Council members, and other announcements.

Ballots for ANHS membership votes shall be distributed with and returned to HIMALAYA, and forwarded by the Editor(s) to the chair of the Policy and Membership Committee or other appropriate Committees.

The officers of the Association will also be responsible for maintaining up-to-date ANHS membership lists, sending renewal notices to the membership, receiving membership dues, and managing funds thus received, and for maintaining an Archive of official ANHS documents forwarded to them by the President, Secretary, Treasurer, and Committee Chairs.

## **VII. Amendments**

Amendments to the Constitution may be proposed at the annual meeting, and, if passed by a majority, will be submitted to the ANHS membership by mail ballot, with majority support from those voting required for adoption.