

**GUIDELINES FOR FORMATION OF
LOCAL/STATE/REGIONAL CHAPTERS OF
AMERICAN SOCIETY OF NEPALESE ENGINEERS (ASNEng)
(May 14, 2011)**

The Board of Directors of American Society of Nepalese Engineers (referred as ASNEng or Society here after) shall have the right to authorize a group of its members to form a Local/State/Regional Chapter to accomplish its objectives and purposes.

1. The application to form a Local/State/Regional Chapter should include the following items:

- i. A petition filed by a minimum of fifteen (15) current ASNEng members residing within a fifty (50) mile radius in a city or metro area where the Local Chapter is to be formed. However, the 50 mile radius requirement shall not be applicable for the formation of a Regional or State Chapter.
- ii. A statement explaining how the proposed Local/State/Regional Chapter will help further the Society's objectives and purposes;
- iii. A list of the Steering Committee officers and members. This committee's main task will be to run the Local/State/Regional Chapter's business and conduct election of the officers and members of its Executive Committee. The election must be accomplished within sixty (60) days from the day of approval of the Local/State/Regional Chapter formation by the ASNEng Board of Directors. The term of the Steering Committee shall expire immediately after the election result is announced and the new Executive Committee assumes the duties.
- iv. A copy of the minutes of at least two (2) most recent organizational meetings of the group including the attendee list; and
- v. A copy of the draft of the bylaws.

2. Establishment of the Local/State/Regional Chapter shall be regulated by the ASNEng bylaws.

3. The Society's Board of Directors shall reserve the right to decline to authorize the formation of a Local/State/Regional Chapter if it determines that such an organization will be incompatible with the interests of the Society.

4. The Local/State/Regional Chapter shall prepare and adopt the bylaws consistent with the bylaws of the Society which must be approved by the Board of Directors of the Society before it starts functioning.

5. The name of the Local/State/Regional Chapter shall include the name of the Society, such as Chicago Chapter of American Society of Nepalese Engineers or Chicago Chapter of ASNEng; Greater Houston Chapter of American Society of Nepalese Engineers or Greater Houston Chapter of ASNEng, Virginia Chapter of American Society of Nepalese Engineers or Virginia Chapter of ASNEng, etc.

6. Each Local/State/Regional Chapter shall have an Executive Committee to run its day-to-day operation. The Executive committee shall consist of elected members including at least four (4) officers, namely, President, Vice President, Secretary, and Treasurer, and a few at-large members, as needed. The Local/State/Regional Chapters shall directly report to the Executive Committee of the Society.

7. The affairs of such Local/State/Regional Chapters shall be administered by its Executive Committee consistent with the bylaws of the Society.

8. Each Local/State/Regional Chapter shall provide the Society with names of the officers and members within a week (7 days) after the election of the Executive Committee.

9. Each Local/State/Regional Chapter shall conduct membership drives and the annual membership fee collected shall be sent to the national Society's Treasurer to be deposited to the ASNEng bank account. Certain portion [not to exceed forty (40) percent] of the membership fee, as determined by the ASNEng Executive Committee, shall be given back to the Local/State/Regional Chapter for its use, if requested.

10. The Local/State/Regional Chapter shall be encouraged to hold fundraising events. The collected funds shall be sent to the Society's Treasurer to be deposited to the ASNEng bank account. However, a majority [up to seventy-five (75) percent] of the funds raised by the Local/State/Regional Chapter may be given back to the chapter to support its activities and operational expenses.

11. The Local/State/Regional Chapter shall prepare a financial report annually for the federal and state tax purposes and provide it to the Treasurer of ASNEng, no later than February 15 of the following year.

12. The Local/State/Regional Chapter shall prepare a report of its activities, programs, and accomplishments on yearly basis and provide it to ASNEng by February 15 of the following year.

13. The Executive Committee of the Society shall have the right to ask clarification from the Local/State/Regional Chapter regarding an activity that it deems questionable and against the Society's general mission at any time. The Society may take necessary action, if needed, so the Local/State/Regional Chapter functions to the best interest of the Society.

14. If there is a conflict between the Society and the Local/State/Regional Chapter regarding any activity or any subject matter, financial or other, the Society shall have the position of superiority.

15. By two-third majority votes, the Board of Directors of the Society shall have the right to dissolve the Local/State/Regional Chapter at any time for reasons it deems good and sufficient.